

SECTION I: PURPOSE OF THE MANUAL

This manual explains the Connecticut State Department of Correction's inmate classification system and procedures for usage of the classification instrument.

This manual is a reference tool developed to assist classification staff in performing classification actions. Specifically, it will assist staff to:

Understand the goals and objectives of classification;

Improve the system of classifying and assigning inmates;

Provide for more appropriate classification decision-making;

Use the classification system to the advantage of the Department, inmates under the custody of the Department, and the general public;

Standardize classification on an agency-wide basis; and

Educate and explain the rationale and need for a classification system.

The manual will be updated annually and, as the need arises, to reflect current Department policies and procedures.

Section II of this manual presents an overview of classification, and specifically the classification system employed by the Connecticut State Department of Correction. The purpose of Section II is to acquaint persons who do not normally deal with classification issues on a daily basis with the Department's philosophy regarding classification, general classification procedures, and the rationale behind classification.

The Director of Offender Classification and Population Management is responsible for the contents of the manual. Interpretation and clarification may be requested through the Population Management Office. Occasionally these requests may be required to be submitted in writing to: Offender Classification & Population Management, 1153 East Street South, Suffield, CT 06080, attention Population Management Supervisor.

SECTION II: CLASSIFICATION SYSTEM GOALS AND OBJECTIVES

Classification is the ongoing process of collecting and evaluating information about each inmate to determine the inmate's risk and need level for appropriate confinement location, treatment, programs, and employment assignment whether in a facility or the community.

The Department of Correction's classification system is centrally managed by the Director of Offender Classification and Population Management and locally managed at the facility level by the Unit Administrator. The term "Unit Administrator" refers to the person in charge of a correctional institution, correctional center, pre-release center, or community service region. The term "facility" refers to any place of correctional confinement, and encompasses correctional institutions, correctional centers, community release programs, and other correctional units maintaining custody of inmates.

The system is based upon objective principles and criteria designed to reduce arbitrary or inconsistent decisions. Classification decisions should balance inmate, departmental, and public interest while preparing inmates for their reintegration to society. The classification system shall not be used to discriminate, based on race, creed, color, or national origin.

The goals of the Department's classification system are to:

- A. Ensure the safety and well being of the community, facility, staff and the inmate;
- B. Apply a consistent and reliable classification and assessment system that assigns inmates to a level of confinement consistent with the protection of the community, facility, staff, and inmates.
- C. Recommend inmate programs and activities according to specific needs;
- D. Involve the staff and the inmate in developing an incarceration plan and a plan for community release and reintegration, where appropriate;
- E. Develop, record, and analyze data necessary for individual decision making and program and facility planning;
- F. Ensure that staff and inmates understand the procedures and criteria used in the classification process.

The classification system is designed to objectively assess an inmate's security, custody, and treatment needs. The objective classification system is used by facilities for all inmates regardless of legal status or sentence length. The classification ratings track an individual throughout the term of commitment.

SECTION II – CLASSIFICATION GOALS AND OBJECTIVES

The system is intended to provide for scheduled reviews for security and custody changes and transfers among facilities and programs. Classification is used to best match the individual characteristics of the inmate with the facilities and programs of the Department of Correction. An information base is also established which aids planning and resource allocation.

The objective classification system is based on an inmate's risk and treatment needs. An inmate's Overall Risk Level is determined by the following factors:

1. Escape Profile;
2. Severity/Violence of the current offense;
3. History of Violence;
4. Length of sentence;
5. Presence of pending charges and/or detainers;
6. Discipline history; and
7. Security Risk Group membership.

After independently rating each of these factors, an overall Risk Level is established. Risk Levels primarily reflect the structural constraints or security required to house the inmate.

Inmate needs are assessed in seven areas: Medical, Mental Health, Education, Vocational and Work Skills, Substance Abuse, Sex Offender Treatment, and Family/Residence/Community Resources. For each of the inmate needs, the level of need for treatment or training is evaluated. Inmate needs and treatment responses for each area are developed by the respective professionals working in the field.

The overall classification profile of the inmate will determine the appropriate facility assignment, supervisory approach, housing assignment, accessibility to the community, and program or job placement. Although the objective classification instrument may not determine the specific facility, housing, or program assignment, the ratings will determine eligibility for these assignments and in most cases effectively schedule the inmate to the best available location. Although the individual assessment of the inmate is independent of resource availability, the optimal matching of individual characteristics with resources is sought.

As an inmate progresses through the commitment period, individual behavior is monitored as well as the time remaining on the sentence. A regular schedule of annual and semi-annual reclassification reviews will examine the present level of risk and current inmate needs. Classification levels are dynamic. Through reclassification, risk and need levels are monitored and modified as required.

SECTION III: INITIAL CLASSIFICATION PROCEDURES

A. INTRODUCTION

Initial classification shall be performed each time an inmate is "newly admitted" to the Department of Correction. (A "newly admitted" inmate is an accused, convicted or sentenced inmate who enters the Department of Correction under a new period of commitment.) If a Connecticut inmate has not left the custody of the Department of Correction or Connecticut Board of Pardons and Paroles, prior to readmittance, the inmate shall not be treated as newly admitted. An inmate readmitted to the Department of Correction from Probation supervision or Special Parole supervision will be classified as a newly admitted inmate.

An inmate who was discharged or paroled from Administrative Segregation, Close Custody, or Protective Custody shall be re-admitted in that status and reviewed within 15 days of readmission for the appropriateness of continuation in that status. The appropriate placement/approval form and completed ICF shall be forwarded, with the Unit Administrator's recommendation to the Director of Offender Classification and Population Management.

Initial classification shall establish an initial Risk Level and identify inmate needs. An initial risk assessment (IR) shall be completed within two business days of admission and prior to a transfer between facilities or to assignment to a level three or higher Overall Risk confinement. Within 14 days of admission, the following information required to complete the initial risk assessment (IR) shall be gathered: Connecticut criminal history, Out of state criminal history, Pending charges, Presence of detainees, Wanted persons check.

All classification transactions shall be documented on the Department of Correction Classification Review Sheet (Attachment C-7) and filed in Section 5 of the Inmate Master File. The Classification Review Sheet shall be utilized for Initial Classification, Reclassification and Institutional Classification actions.

*Institutional Classification actions are defined as any internal assignment changing an inmates status within a facility to include program, school, job, outside clearance or other.

*Note - No stand-alone charge for which the offender has been found not guilty or the charge nulled, or dismissed, may be used to determine any risk score. If a charge for which the offender was found not guilty or the charge nulled or dismissed was included as one of multiple charges leading to a conviction as a result of a trial, plea bargain and/or guilty plea, information as to the nulled or dismissed charge may be used to determine any risk score.

Nulled, acquitted, dismissed or withdrawn information, which is part of another crime, may be used to determine needs scores based upon the description of the crime from police reports, PSI's, or other reliable investigative reports.

SECTION III – INITIAL CLASSIFICATION PROCEDURES

Nolled, dismissed or withdrawn information, which is from a stand alone offense (crime in which no conviction was obtained) can not be used.

Substitute Information (SI) may also be used if a description of the original charge is inclusive in the official report of the convicted offense.

Once this information is gathered and reviewed, the initial Overall Risk level shall be assigned. **Within 30 days of admission (15 days for 14 and 15 year old inmates), an inmates needs assessment shall be completed.** The assignment of the initial Overall Risk level and inmate needs assessment (IN) completes the full initial classification.

Eight areas will be scored using the Initial Classification Form.

AREA	CODE	STAFF RESPONSIBLE
Risk	R	Classification Staff
Medical & Health Care Need	M	Medical Specialist
Mental Health Care Need	MH	Classification Staff/Mental Health Specialist
Education Need	E	Classification Staff/Education Staff
Substance Abuse Treatment Need	T	Addiction Services Staff
Vocational Training/Work Skills	V	Classification Staff/Vocational Needs/Educational Specialist
Sexual Offense Treatment Need	S	Classification Staff/Mental Health Specialist
Community Resource Need	C	Classification Staff

B. INMATE RISK LEVEL ASSESSMENT

An inmate's Overall Risk Level represents the inmate's need for external and internal physical and structural security as provided by the Department's facilities.

Initially, seven factors will be considered in determining an inmate's Overall Risk Level:

1. Escape Profile (**E**)
2. Severity/Violence of Current Offense (**S**)
3. History of Violence (**V**)
4. Length of Sentence (**L**)

SECTION III – INITIAL CLASSIFICATION PROCEDURES

5. Presence of Pending Charges and/or Detainers **(D)**
6. Discipline History **(B)**
7. Security Risk Group Membership **(R)**

Each factor will be assigned a rating, one being the least risk and five being the highest risk.

When rating each individual factor, the concept of aggravating and mitigating circumstances is to be considered. Aggravating circumstances are those which indicate that there was a condition, or conditions, pertaining to a factor that increases the seriousness of the factor based upon some behavior or action demonstrated by the inmate. Mitigating circumstances are those that reduce the seriousness of the factor again, based upon some behavior or action carried out by the inmate. Aggravating and mitigating circumstances may only change a factor by one level. In no case will an individual factor be aggravated to a level 5.

INITIAL RISK ASSESSMENT (IR)

An initial risk assessment will be completed within two business days of admission, prior to transfer between facilities, or assignment to a level 3 or higher risk confinement. Each factor for which information is available shall be rated to determine the overall initial temporary risk score. This overall score is used to determine the inmate's most appropriate level of supervision. Within fourteen (14) days of admission, all information required to complete the rating of the seven factors shall be gathered. The information required shall include Connecticut criminal history, out of state criminal history, pending charges, presence of detainers, and wanted person check.

INITIAL CLASSIFICATION (IN)

Within 30 days of admission of a “newly admitted” inmate, the Initial Classification Assessment, to include all Risk Assessment and Needs Assessment shall be completed. Full Initial Classification shall be completed prior to any transfer to any level two (2) facility.

Note: (IN) may be completed using the (IR) transaction, but then finalized as an (IN).

ASSIGNMENT OF OVERALL RISK LEVEL

The inmate's overall Risk Level is determined by the highest rating assigned to any of the seven (7) factors, except that assignment to Overall Risk Level 5 shall require the approval of the Director of Offender Classification and Population Management and placement into Administrative Segregation. For example, if an inmate has a two (2) on every factor except for one (1), on which the inmate has a four (4), the overall Risk Level would be four (4). The same guideline applies to an inmate who receives multiple ratings at the highest level scored. For example, if an inmate has three ratings at the two (2) level, and two ratings at the three (3) level, the Overall Risk Level would be three (3).

SECTION III – INITIAL CLASSIFICATION PROCEDURES

Any inmate serving a sentence for a sex related offense or having a history of sex related offenses shall be approved by the Commissioner or designee prior to being classified below Overall Risk Level 3. No inmate with a sex offender treatment need score of two (2) or greater shall be assigned an overall score below level three (3) without approval from the Commissioner or designee.

Any inmate designated as a verified Security Risk Group member shall not be classified lower than Overall Risk Level 3 as long as the inmate remains so designated.

Inmates serving an out of state sentence (CUSCOM) must initially be classified an overall level 4. Written facility recommendations for change, approved by the Unit Administrator or Designee, shall be sent to the Interstate Compact Supervisor or Designee. These recommendations should take into account, Length of Confinement, Disciplinary History and Percentage of time served in the other jurisdiction. Recommendations will be forwarded by the Interstate Compact Office to the other jurisdiction for final approval.

SPECIAL PAROLE

1. Special Parole Violator with Pending Charges

Special Parole Violators readmitted with pending charges shall be classified based on the Detainer Risk Score or on the Length of Confinement Risk Score, if the length of confinement of Special Parole exceeds the severity of the current pending charge.

2. Special Parole Violator without Pending Charges

For Special Parole Violators readmitted without new charges, their Classification Overall Risk Score shall be determined by the time remaining on special parole.

Special Parole violators with a sex offense treatment need score greater than 1 shall not be classified below Overall level 3 without approval of the Commissioner/designee.

1. ESCAPE PROFILE

The escape profile is one of the most important factors making up an inmate's Overall Risk Level. In determining the likelihood of whether an inmate may escape, the primary focus will be on the inmate's escape record, with particular emphasis on the recency of the escape or attempted escape, the severity of the escape (e.g., whether anybody was injured during the course of the escape), the number of such escapes, and the existence of any aggravating or mitigating circumstances. In addition, any other pertinent information related to the determination of escape risk may be used in making this decision. All escapes or attempted escapes shall be included in the escape profile. An inmate with an escape history of any kind will never have an escape risk score less than two (2). An inmate with no escape history shall receive an escape score of one (1).

SECTION III – INITIAL CLASSIFICATION PROCEDURES

Definitions:

MODERATE: An escape/attempted escape from a program or custody operation (e.g. police, community corrections program, furlough, work release, absconding probation or parole, special parole, or outside assignment of a correctional institution) where restraints are not required and does not involve any actual or threat of violence.

SERIOUS: An escape/attempted escape from a correctional institution with or without threat of violence. Also includes escape/attempted escape from a program or custody operation with actual or threat of violence and escapes outside a correctional institution while in restraints.

ESCAPE FROM LEVEL FOUR OR FIVE FACILITY: An inmate who escapes from a level 4 or 5 facility will be assigned escape risk factor 5.

AGGRAVATING CIRCUMSTANCES

Example: Commission of a felony while in escape status may increase rating one level.

MITIGATING CIRCUMSTANCES

Example: Turning oneself into authorities (verified) may decrease rating one level.

Escape Ratings Table			
Rating	Greater than or equal to 5 years	Greater than 2 years and less than 5 years	Less than or equal to 2 years
Moderate	2	2	3
Serious	2	3	4
Escape-Level 4 or 5 facility	*	4	5

* refer to Director of OCPM for appropriate Risk Score.

The time frame for the calculation of years for escape shall be from the date of the escape return. Attempted escape calculations shall be from the date of the attempt. The escape factor will only be calculated upon return to custody and shall not change during the current period of incarceration unless due to another escape or attempted escape.

SECTION III – INITIAL CLASSIFICATION PROCEDURES

2. SEVERITY/VIOLENCE OF CURRENT OFFENSE

This factor is predicated on two major issues, the severity of the current offense and the level of violence involved. A current offense is defined as any offense remanding the inmate to the custody of the DOC for the present committal, any offense pending before the court, and any offense resulting in concurrent, and/or consecutive sentences (this includes any guilty finding during the current incarceration which may result no incarcerated time ex. Conditional discharge, probation termination, etc.). Violence is defined as the propensity of an inmate to kill, harm, injure, or in some manner threaten the well being of another individual. A four (4) rated offense is more serious than 3, 2, or 1 rated offenses and shall receive a higher R-score.

In completing this factor, the Seriousness of Offense Ratings Table that follows shall be employed. Should the inmate be confined for an offense such as violation of probation, criminal attempt, conspiracy, criminal liability for another, or youthful offender, the original offense shall be rated. If the inmate has pending charges, the severity of these charges shall be rated. If an inmate is serving a sentence from another jurisdiction, either consecutive or concurrent to his Connecticut incarceration, these charges shall be equated to Connecticut charges. The severity of the most serious (highest rating) charge (pending or with sentence) shall be used to determine the severity/violence score.

Connecticut Department of Correction Seriousness of Offense Ratings Table

LEVEL 4

Any of the following offenses (generally, these offenses result in premeditated or unpremeditated death or serious physical injury except for offenses with a motor vehicle {e.g. vehicular homicide}). Included is any offense in which there is an attempt to inflict serious physical injury. Serious physical injury is defined as physical injury that creates a substantial risk of death, or causes serious disfigurement, serious impairment of health or serious loss or impairment of the function of any bodily organ.

53-9	Murder	F
53-10	First Degree Murder, other homicides	F
53-21	Injury or Risk of Injury to a Minor **	F
53a-45	Murder	AF
53a-54	Murder	AF
53a-54a	Murder	AF
53a-54b	Capital Felony	AF
53a-54c	Felony Murder	AF

Violent Offenses appear in bold lettering

SECTION III – INITIAL CLASSIFICATION PROCEDURES

Level 4 Offenses Continued.....

53a-54d	Arson Murder	AF
53a-55	Manslaughter, First Degree	BF
53a-55a	Manslaughter, First Degree w/Firearm	BF
53a-56	Manslaughter, Second Degree	CF
53a-56a	Manslaughter, Second Degree w/Firearm	CF
53a-59	Assault, First Degree	BF
53a-59a	Assault, First Degree on Victim 60 or older	BF
53a-59b	Assault, of an Employee of DOC in the 1 st Degree	BF
53a-60a	Assault, Second Degree w/Firearm	DF
53a-60c	Assault, Second Degree on Victim 60 or older w/Firearm	DF
53a-70	Sexual Assault, First Degree	BF
53a-70a	Sexual Assault, First Degree w/Deadly Weapon	BF
53a-70b	Sexual Assault, In a Spousal or Cohabiting Relationship	BF
53a-71	Sexual Assault, Second Degree	CF
53a-72	Rape, First Degree	BF
53a-72b	Sexual Assault, Third Degree w/Firearm	DF
53a-73	Rape, Second Degree	CF
53a-74	Rape, Second Degree	CF
53a-92	Kidnapping, First Degree	AF
53a-92a	Kidnapping, First Degree w/Firearm	AF
53a-94a	Kidnapping, Second Degree w/Firearm	BF
53a-101	Burglary, First Degree	BF
53a-111	Arson, First Degree	AF
53a-134	Robbery, First Degree	BF
53a-167c	Assault on Personnel	CF
53a-169	Escape, First Degree *	CF
53a-174a	Possession of a Weapon in a Correctional Institution	BF
53a-179b	Rioting in a Correctional Institution	BF
53a-179c	Inciting to Riot at a Correctional Institution	CF
54-158	Fugitive from Justice ***	M
54-169	Arrest Warrant of Judge ***	
54-170	Arrest without Warrant ***	

Violent Offenses appear in bold lettering

- * If the escape is rated as moderate and there were no aggravating circumstances, then the Severity/Violence of current offense rating would be a level 3.
- ** Risk of injury is a level 4 offense if sexual in nature.
- *** As soon as the underlying charge is known - reclassify as appropriate.

SECTION III – INITIAL CLASSIFICATION PROCEDURES

LEVEL 3

Any of the following offenses (Generally, these offenses result in serious or moderate injury but are a lesser degree felony than level 4).

53-21	Injury or Risk of Injury to Minor *	F
53-80a	Manufacture of Bombs	BF
53a-60	Assault, Second Degree	DF
53a-60b	Assault, Second Degree, on a Victim 60 or older	DF
53a-61aa	Threatening, First Degree	DF
53a-72a	Sexual Assault, Third Degree	DF
53a-73a	Sexual Assault, Fourth Degree	AM
53a-86	Promoting Prostitution, First Degree	BF
53a-90a	Enticing a Minor	AM
53a-94	Kidnapping, Second Degree	BF
53a-95	Unlawful Restraint, First Degree	DF
53a-102a	Burglary, Second Degree, w/Firearm	CF
53a-112	Arson, Second Degree	BF
53a-135	Robbery, Second Degree	CF
53a-136a	Robbery by Carjacking	DF
53a-169	Escape, First Degree (if from Community Release with no aggravating circumstances)	CF
53a-170	Escape, Second Degree	DF
53a-171	Escape from Custody	AM
53a-175	Riot, First degree	AM
53a-178	Incite to riot	AM
53a-179a	Inciting injury to persons or property	CF
53a-181c	Stalking, First degree	DF
53a-181d	Stalking, Second degree	AM
53a-182b	Harassment, First degree	DF
53a-196a	Employing a minor in obscene performance	AF
53a-223	Criminal Violation of Protective Order	AM
53a-223a	Criminal Violation of a Standing Criminal Restraining Order	DF
53a-223b	Criminal Violation of a Restraining Order	AM
53a-301	Computer crime in furtherance of terrorist purposes	CF
53a-303	Contaminating public water supply or food supply for terrorist purposes	CF
53a-304	Damage to public transportation property for terrorist purposes	CF
53a-321	Abuse, First degree	CF

Violent Offenses appear in bold lettering

*May not be violent if no sexual, physical, emotional, or personal trauma occurred. If offense is known to be of a sexual nature, it shall be classified at level 4.

SECTION III – INITIAL CLASSIFICATION PROCEDURES

LEVEL 2

Any of the following offenses (Generally, these offenses include threat of injury or result in minor physical injury, motor vehicle offenses resulting in injury or death, and sale of narcotics or controlled drugs):

14-222a	Negligent homicide, with motor vehicle	BM
19-480	Manufacture/Sale of Narcotic or a Controlled Drug	F
19-480(a)	Sale of Heroin/Cocaine by Non-Drug Dependent Person	F
19-480(b)	Sale of Narcotic/Amphetamine by Non-Drug Dependent Person	F
21a-245	Manufacture, Sale, Administering of restricted substances, regulated	F
21a-277(a)	Sale of Hallucinogen/Narcotic Substance	F
21a-277(b)	Sale of Controlled Substance	F
21a-277(c)	Operation of a Drug Factory	F
21a-278(a)	Sale of Heroin/Cocaine by Non-Drug Dependent Person	F
21a-278(b)	Sale of Narcotic/Amphetamine by Non-Drug Dependent Person	F
21a-278a	Penalty for Illegal Distribution/Sale of Prescription Drugs	F
29-348	Illegal Possession of Explosives	F
53-20	Cruelty to Persons	M
53-21a(a)	Leaving Child Unsupervised in Motor Vehicle	AM
53-23	Abandonment of a Child under age 6	F
53-202	Machine guns	
53-202b	Sale or Transfer of an Assault Weapon	CF
53-202c	Possession of an Assault Weapon	DF
53-202b	Sale or Transfer of Assault Weapon(s) Prohibited	CF
53-202c	Possession of Assault Weapon Prohibited	DF
53-202j	Commission of a Class A, B, or C Felony with an Assault Weapon	F
53-202k	Commission of a Class A,B or C Felony with a Firearm	F
53-206	Carrying or Sale of Dangerous Weapon(s)	F
53-206c	Sale or Carrying of Facsimile Firearms	BM
53-247	Cruelty to Animals	
53-395	Prohibitive Activities - Racketeering	U
53a-56b	Manslaughter, Second Degree w/Motor Vehicle while Intoxicated	CF
53a-57	Misconduct with a Motor Vehicle	DF
53a-58	Negligent Homicide	AM
53a-58a	Negligent Homicide w/Motor Vehicle	BM
53a-60d	Assault, Second Degree w/Motor Vehicle while Intoxicated	DF
53a-61	Assault, Third Degree	AM
53a-61a	Assault, Third Degree, Victim over 59	AM
53a-62	Threatening- Second Degree	AM
53a-63	Reckless Endangerment, First Degree	AM
53a-87	Promoting Prostitution, Second Degree	CF
53a-102	Burglary, Second Degree	CF
53a-103a	Burglary, Third Degree, w/ Firearm	DF
53a-113	Arson, Third Degree	CF
53a-129b	Identity Theft, First Degree	BF
53a-136	Robbery, Third Degree	DF
53a-151a	Intimidating a Witness	CF
53a-167a	Interfering with an Officer	M

Violent Offenses appear in bold lettering

SECTION III – INITIAL CLASSIFICATION PROCEDURES

Level 2 offenses continued...

53a-171a	Aiding Escape from a Hospital or Sanatorium	AM
53a-174	Convey Unauthorized Items into Institution	DF
53a-176	Riot, Second Degree	BM
53a-181b	Intimidation Based on Bigotry or Bias	DF
53a-181e	Stalking, Third Degree	BM
53a-181j	Intimidation based on bigotry or bias in the first degree	CF
53a-181k	Intimidation based on bigotry or bias in the second degree	DF
53a-183	Harassment	CM
53a-186	Public Indecency	BM
53a-189a	Voyeurism	AM
53a-192	Coercion	DF/AM
53a-196	Obscenity as to Minors	AM
53a-196b	Promoting a Minor in an Obscene Performance	BF
53a-196c	Importing child pornography	BF
53a-196d	Possession of Child pornography, First Degree	BF
53a-196e	Possession of Child Pornography, Second Degree	CF
53a-196f	Possession of Child Pornography, Third Degree	DF
53a-211	Possession of Shotgun or Silencer	DF
53a-216	Criminal Use of Firearm or Electronic Device	DF
53a-217	Criminal Possession of a Firearm or Electronic Device	DF
53a-217a	Criminally Negligent Storage of a Firearm	DF
53a-217b	Possession of a Weapon on School Grounds	DF
53a-217c	Criminal Possession of a Pistol	DF
53a-217d	Criminal Possession of Body Armor	AM
53a-302	Criminal Misrepresentation	CF
53a-322	Abuse, Second Degree	DF
54-33d	Interference with Search	M

LEVEL 1

Any of the following offenses (Generally, these offenses do not involve violence.):

*Special Parole Violators returned without new charges shall have a severity/violence score of 1.

14-147(c)	Improper Use of Marker, License, Registration	M
14-215	Operating Under Suspended License or Registration	M
14-215(c)	Operating Under Suspended License or Registration	M
14-222	Reckless Driving	M
14-223	Failure to Obey an Officer	
14-224	Evading Responsibility	M
14-227	Operating Under Influence of Liquor or Drugs	M
14-227a	Operating Under Influence of Liquor or Drugs	M
19-481	Illegal Possession of Narcotics or Controlled Drug(s)	F
19-481a	Possession of Narcotics	F

Violent Offenses appear in bold lettering

SECTION III – INITIAL CLASSIFICATION PROCEDURES

Level 1 offenses continued...

19-481b	Possession of Hallucinogen	F
19-481c	Illegal Possession of Narcotics or Drug	F
19-481d	Drug-Related	F
20-102	Penalty (Unlawful Practice of Nursing)	U
20-427(b)	Prohibited Acts Building Permits	AM
21a-246	License to Manufacture, Wholesale, Supply, Compound, etc.	U
21a-266	Prohibited Acts	F
21a-267	Prohibited Acts Involving Drug Paraphernalia	CM
21a-268	Misrepresentation of a Substance as a Controlled Substance	DF
21a-279(a)	Possession of Narcotics	F
21a-279(b)	Possession of Hallucinogen or 4 or more oz of Marijuana	F
21a-279(c)	Possession of less than 4 oz of Marijuana or a Controlled Substance	M
21a-279(d)	Alternate Penalty for Drug Possession	F
29-28	Permit to Sell or Carry a Pistol	M
29-33	Selling Weapons to Aliens Prohibited	DF
29-35	Carrying a Weapons without a Permit	F
29-38	Carrying a Weapon in a Motor Vehicle	F
30-86	Liquor Sales to Minors	M
31-71g	Violation of Payment of Wages	U
31-273	Penalties, Recovery of Overpayment	U
51-33	Contempt of Court	M
53-170	Refusal to Disperse	I
53-203	Unlawful Discharge of Firearm	M
53-205	Shotguns and Rifles in a Vehicle	M
53-304	Non-Support	M
53a-64	Reckless Endangerment, Second Degree	BM
53a-81	Adultery	AM
53a-82	Prostitution	AM
53a-83	Patronizing a Prostitute	AM
53a-88	Promoting Prostitution, Third Degree	DF
53a-89	Permitting Prostitution	AM
53a-096	Unlawful Restraint, Second Degree	AM
53a-97	Custodial Interference, First Degree	DF
53a-99	Substitution of Children	DF
53a-103	Burglary, Third Degree	DF
53a-106	Manufacture or Possession of Burglary Tools	AM
53a-107	Criminal Trespassing, First Degree	AM
53a-108	Criminal Trespass, Second Degree	BM
53a-109	Criminal Trespass, Third Degree	CM
53a-110a	Simple Trespass	M
53a-114	Reckless Burning	DF
53a-115	Criminal Mischief, First Degree	DF
53a-116	Criminal Mischief, Second Degree	AM
53a-117	Criminal Mischief, Third Degree	BM
53a-119	Larceny-Defined	M

Violent Offenses appear in bold lettering

SECTION III – INITIAL CLASSIFICATION PROCEDURES

Level 1 offenses continued...

53a-119a	Shoplifting and Library Theft	M
53a-119b	Using Motor Vehicle without Permission	AM/DF
53a-122	Larceny, First Degree	BF
53a-123	Larceny, Second Degree	CF
53a-124	Larceny, Third Degree	DF
53a-125	Larceny, Fourth Degree	AM
53a-125a	Larceny, Fifth Degree	BM
53a-125b	Larceny, Sixth Degree	CM
53a-126	Receiving Stolen Property, Larceny	M
53a-126a	Criminal Trover, First Degree	DF
53a-126b	Criminal Trover, Second Degree	AM
53a-127	Divert from State Benefits of Labor Employees	AM
53a-127a	Unlawful Entry into Coin Machine	AM
53a-127b	Fraudulent Use of Automated Change Machine	CM
53a-127c	Theft of Utility Service for Profit	DF
53a-127d	Cheating at Gambling	DF
53a-127e	Possession of a Cheating Device	DF
53a-127f	Possession of a Shoplifting Device	AM
53a-128	Issuing a Bad Check	AM
53a-128b	False Statement to Procure Issuance or Credit Card	M
53a-128c	Credit Card Theft	AM
53a-128d	Illegal Use of Credit Card	AM
53a-128e	Illegal Furnishing: Money, Goods or Credit Cards	M
53a-128f	Unlawful Reproduction of Credit Card	DF
53a-128g	Illegal Gain from Credit Card	AM
53a-129	Misapplication of Property	AM
53a-129c	Identity Theft, Second Degree	CF
53a-129d	Identity Theft, Third Degree	DF
53a-129e	Trafficking in Personal Identifying Information	DF
53a-130	Criminal Impersonation	BM
53a-130a	Impersonation of a Police Officer	DF
53a-131	Unlawful Concealment of Will	AM
53a-132	False Entry by Officer or Public Agent	AM
53a-138	Forgery, First Degree	CF
53a-139	Forgery, Second Degree	DF
53a-140	Forgery, Third Degree	BM
53a-141	Criminal Simulation	AM
53a-142	Forgery of Symbols	AM
53a-144	Unlawfully Using Slugs, First Degree	BM
53a-145	Using Slugs, Second Degree	CM
53a-147	Bribery	DF
53a-148	Bribe Receiving	DF
53a-149	Bribery of Witness	DF

Violent Offenses appear in bold lettering

SECTION III – INITIAL CLASSIFICATION PROCEDURES

Level 1 offenses continued...

53a-150	Bribes Receipt by a Witness	DF
53a-151	Tampering with Witness	DF
53a-152	Bribery of a Jury	CF
53a-153	Bribe Receiving by a Juror	CF
53a-154	Tampering with Juror	DF
53a-155	Tampering with or Fabricating Evidence	DF
53a-156	Perjury	DF
53a-157	False Statement	AM
53a-158	Bribery of a Labor Official	DF
53a-159	Bribe Received by Labor Officials	DF
53a-160	Commercial Bribery	AM
53a-161	Receiving Commercial Bribe	AM
53a-161a	Bid Rigging	DF
53a-161b	Disclosure of Bid Proposal	AM
53a-161c	Receiving Kickbacks	DF
53a-162	Rigging Sport Event	DF
53a-163	Soliciting or Accepting Benefit for Rigging	AM
53a-164	Participating in Rigged Contest	AM
53a-166	Hindering Prosecution, First Degree	DF
53a-167	Hindering Prosecution, Second Degree	AM
53a-167b	Failure to Assist a Peace Officer/Fireman	AM
53a-172	Failure to Appear, First Degree	DF
53a-173	Failure to Appear, Second Degree	AM
53a-177	Unlawful Assembly	BM
53a-179	Criminal Advocacy	DF
53a-180	Falsely Reporting Incident	AM
53a-180a	Falsely Reporting Incident Resulting in Injury	DF
53a-181	Breach of peace	BM
53a-181a	Creating a Public Disturbance	I
53a-182	Disorderly Conduct	CM
53a-182a	Obstructing Free Passage	CM
53a-183a	Obstructing or Interfering with the Lawful Taking of Wildlife	CM
53a-183b	Interfering with an Emergency Call	AM
53a-185	Loitering on School Grounds	CM
53a-188	Tampering with private communications	AM
53a-189	Eavesdropping	DF
53a-190	Bigamy	DF
53a-191	Incest	DF
53a-194	Obscenity	BM
53a-197	Disseminating indecent comic books	AM
53a-198	Failing to identify a comic book publication	V
53a-212	Stealing a firearm	DF

Violent Offenses appear in bold lettering

SECTION III – INITIAL CLASSIFICATION PROCEDURES

Level 1 Offenses Continued:

53a-213	Driving while intoxicated	CM
53a-214	Criminal lockout	CM
53a-215	Insurance fraud	DF
53a-218	Interference with a burial ground	DF
53a-219	Unlawful possession or sale of gravestone	DF
53A-222	Violation of conditions of release	AM
53a-252	Computer crime, first degree	BF
53a-253	Computer crime, second degree	CF
53a-254	Computer crime, third degree	DF
53a-255	Computer crime, fourth degree	AM
53a-256	Computer crime, fifth degree	BM
53a-276	Money laundering, first degree	BF
53a-277	Money laundering, second degree	CF
53a-278	Money laundering, third degree	DF
53a-279	Money laundering, fourth degree	AM
53a-323	Abuse, Third Degree	AM
54-252	Failure to Register (Sex Offender)	DF
54-33e	Destruction of property	M

Violent Offenses appear in bold lettering

AGGRAVATING CIRCUMSTANCES

The following aggravating circumstances are some of the examples that may increase an inmate's Severity/Violence of Current Offense score.

Examples:

Offenses which involve serious physical injury.*

Offenses in which victim(s) suffered serious psychological trauma.*

Offenses which are extremely violent/heinous.

Offenses which involved multiple victims.

Offenses which involves physical violence in combination with a sexual offense.*

Offenses in which a weapon was involved.*

Multiple offenses.

Offenses in which victim(s) are under age 16 or over age of 60

*These factors should not be automatically applied, since the offense ratings account for the level of violence or use of weapons.

SECTION III – INITIAL CLASSIFICATION PROCEDURES

MITIGATING CIRCUMSTANCES

The following examples may be considered mitigating and decrease an inmate's Severity/Violence of Current Offense score.

Examples:

Offenses in which the inmate was an accomplice rather than the primary perpetrator.

Offenses which in part were the result of the victim's actions.

Offenses which were committed in the "heat of passion."

3. HISTORY OF VIOLENCE

History of Violence is a good indicator of how violent an inmate is likely to be during confinement. This indicator is also important in assessing the seriousness of violence an inmate may exhibit once released from incarceration.

In History of Violence, emphasis is placed on the number of prior violent acts, the seriousness of these acts in terms of the rating of the offense, and the recency of the violence. In completing this factor, the Seriousness of Offense Ratings table is to be referenced. (Violent offenses appear in bold lettering in this table.)

The current offense is not to be included in assessing an inmate's history of violence, except that Violation of Probation (53a-32) will have the underlying charge rated as Current Offense. When assessing a VOP conviction under the violence history score, the original offense date shall be utilized.

To determine the History of Violence score, the following table is to be used. When calculating time within this table, use the offense date. If the offense date is not available, use the arrest date, and, if this is not available, use the sentence date. All reasonable attempts shall be made to determine the offense date. When using the following table, the length of time indicated is the elapsed time from the previous violent offense to the beginning of the present incarceration.

4 = 1 or more violent 4 offenses in the past 5 years

3 = 1 or more violent 3 offenses in the past 5 years

1 or more violent 4 offenses more than 5 but less than 10 years ago

2 = 1 or more violent 2 offenses in the past 5 years

1 or more violent 3 offenses more than 5 but less than 10 years ago

1 or more violent 4 offenses more than 10 but less than 15 years ago

SECTION III – INITIAL CLASSIFICATION PROCEDURES

- 1 = 1 or more violent 1 offenses
- 1 or more violent 2 offenses more than 5 but less than 10 years ago
- 1 or more violent 3 offenses more than 10 but less than 15 years ago
- 1 or more violent 4 offenses more than 15 or more years ago
- No violence history

AGGRAVATING CIRCUMSTANCES

Example:

When there are two or more violent offenses in the inmate's criminal history within the past five (5) years, and the current offense is a violent offense of the same severity or greater, then the History of Violence rating may be aggravated one (1) level.

Offenses in which the violence demonstrated by the inmate was extremely heinous, or involved multiple victims, may increase the inmate's rating by one level.

There will be no increases to level 5.

MITIGATING CIRCUMSTANCES

Example:

Offenses in which the inmate was an accomplice may decrease the rating one (1) level.

4. LENGTH OF SENTENCE

Length of sentence is rated since an inmate facing a long period of confinement may attempt an escape at some point during incarceration. All sentences regardless of jurisdiction shall be included in this factor. Length of sentence is not utilized as a factor for inmates who are in pretrial status.

Enter one of the following ratings:

Rating / Length of Sentence

- 5 = Death penalty
- 4 = More than 10 years
- 3 = More than 5 years but less than or equal to 10 years
- 2 = Sentence less than or equal to 5 years

There are no aggravating or mitigating circumstances for this factor. However, an adjustment may be made to the Overall Risk Level by an override if Length of Sentence is the controlling risk factor.

SECTION III – INITIAL CLASSIFICATION PROCEDURES

On an indeterminate or indefinite sentence, the maximum term shall be used to determine length of sentence. Ref: (Page 63 for special indeterminate sentences).

Examples:

1. Inmate with a sentence of 5 years receives an 8 year concurrent sentence, would have a length of sentence score of 3 (8 years).
2. Inmate receives a Federal 5 year sentence consecutive to his current 8 year Connecticut sentence, would receive a length of sentence score of 4 (13 years).

In both examples, it does not matter which jurisdiction the sentence is from, Connecticut or other state/federal. It is the total length of confinement that determines the score.

5. PRESENCE OF PENDING CHARGES AND/OR DETAINERS

This Risk Level factor combines or incorporates separate but interrelated factors: charges that an inmate has pending either in Connecticut or another jurisdiction; a detainer hold by Connecticut authorities or officials outside the state, bond amount, purge amount and time to serve on a sentence in another jurisdiction after discharge from a Connecticut sentence. Normally, an inmate with a Family Court habeas will not receive a detainer score. If the habeas has a bond amount to be posted prior to release or states “Do Not Release without...”, a detainer score will be assigned accordingly. No detainer score will be assigned to a CUSCOM inmate in a Connecticut facility that is only serving time from the sending jurisdiction or where the sending jurisdiction's sentence exceeds his Connecticut sentence.

The detainer rating will increase as the seriousness rating of the offense, and/or length of time to serve in another jurisdiction, and/or bond amount rises. For example, an inmate with a pending four (4) rated offense charge would be assigned a detainer four (4) score. An important issue is the equivalency of felony and/or misdemeanor charges in other jurisdictions relative to the felony and/or misdemeanor rating in Connecticut. Other jurisdictions use different terminology than Connecticut and it may be necessary to contact that jurisdiction to determine the actual severity of the pending charge or detainer hold.

All pending charges, including out of state warrants which are not lodged as detainers, must be rated on the pending charge/detainer factor. This includes all charges pending even if the other jurisdiction has indicated that they will not extradite the inmate, except that if official documentation from another state exists which informs us that they will not extradite and the charge equates to a risk level 3 or lower offense; then the detainer score for this (these) charge(s) shall be removed.

SECTION III – INITIAL CLASSIFICATION PROCEDURES

The overall risk must not be lowered below the level of the detainer score as long as the pending charge/detainer remains in existence, except that if official documentation from another state exists which informs us that they will not extradite and the charge equates to a risk level 4, the overall risk score may be reduced to 3 when the appropriate percentage of time has been served and all other criteria for an “RP” have been met; the detainer score would remain at level 4 in this instance.

If a pending out-of-state charge cannot be cleared on an offense date that is greater than 10 years old and documentation exists that numerous (at least 6) attempts have been made to contact the other state for confirmation of detainer and/or extradition with no success, the detainer score may be reduced to a 1.

A detainer score shall not be authorized for any offender who has a court date for accelerated rehabilitation and/or to verify court mandated completion of programs.

No detainer or length of sentence score shall be assigned to an inmate who is on parole in another jurisdiction, as these inmates are on release status.

Purge – An amount set by the court when an inmate is found to be delinquent on family support payments and was adjudged to be in contempt for failure to comply with a court order. Inmate is held until the purge figure is paid or until further order of the court.

Any inmate with a pending charge or detainer may only be authorized a percentage of time reduction to the level of the pending charge or detainer, except as noted above.

Enter one of the following ratings:

Rating

- 4 = a. Pending 4 rated charge or equivalent
 - b. Total amount of bond and/or purge amount greater than \$50,000
 - c. More than 10 years to serve on a sentence in another jurisdiction after discharge from a Connecticut sentence
- 3 = a. Pending 2 or 3 rated charge or equivalent
 - b. INS detainer
 - c. Total amount of bond and/or purge amount greater than \$5,000 and less than or equal to \$50,000
 - d. More than 5 years but less than or equal to 10 years to serve on a sentence in another jurisdiction after discharge from a Connecticut sentence

SECTION III – INITIAL CLASSIFICATION PROCEDURES

- 2 = a. Pending 1 rated charge or equivalent
- b. Total bond and/or purge amount less than or equal to \$5,000
- c. Less than or equal to 5 years to serve on a sentence in another jurisdiction after discharge from a Connecticut sentence

- 1 = a. No pending charges or detainer
- b. No time to serve on any sentence in another jurisdiction after discharge from a Connecticut sentence
- c. Out of State charges level 3 and below with official documentation that the other state will not extradite

Department of Homeland Security (DHS) - Immigration and Customs Enforcement (ICE) Detainer: Official Documentation (Immigration Detainer Notice of Action Form) has been received from ICE Officials, which indicates that the individual is being investigated for possible deportation proceedings, deportation hearing or deportation.

If further information is needed, ICE should be contacted in Hartford, Connecticut at (860) 240-3012.

Note: Federal and out-of-state charges are to be equated with Connecticut felony and misdemeanor charges.

There are no aggravating and mitigating examples for this factor.

6. DISCIPLINE HISTORY

The Discipline History factor reflects an inmate's disciplinary behavior during both prior and present periods of commitment. This factor shall be rated as follows:

- 5= A. An inmate found guilty during the initial rating period of:
 - a. Level 1 Assault on a Department of Correction employee as defined in Administrative Directive 6.6, Reporting of Incidents, CN-6603.
 - b. Hostage holding of a Department of Correction employee;
 - c. Riot.
- B. A readmitted inmate who previously discharged with a Discipline factor of 5.

SECTION III – INITIAL CLASSIFICATION PROCEDURES

- 4= A. An inmate who has been verified as a Security Risk Group Member in accordance with Administrative Directive 6.14, who is found guilty of any of the following disciplinary offenses during the initial rating period: creating a disturbance, assault, fighting, contraband A (possessing a dangerous instrument).
- B. An inmate found guilty of a level 2 assault on a Department of Correction employee during the initial rating period as defined in Administrative Directive 6.6, Reporting of Incidents, CN-6603.
- C. A readmitted inmate who discharged or paroled from the Department of Correction with a Discipline factor of 4, or a newly sentenced inmate who prior to sentencing had Discipline Factor of 4.
- D. An inmate admitted to a Chronic Discipline Unit will receive a disciplinary score of 4.
- 3= A readmitted inmate who has discharged or paroled from the Department of Correction with a Discipline Factor of 3, or a newly sentenced inmate who prior to sentencing had a Discipline Factor of 3.
- 2= A readmitted inmate who previously discharged from the Department of Correction with a Discipline factor of 2, or a newly sentenced inmate who prior to sentencing had Discipline Factor of 2.
- 1= An inmate who previously discharged from the Department of Correction with a Discipline factor of 1 or a newly admitted inmate who has accrued no disciplinary sanctions during the initial rating period.

If, during the Initial rating period the inmate qualifies for a disciplinary factor increase as per Section IV-D-1-a, Disciplinary Increases, the Disciplinary factor shall be adjusted accordingly. Also, if during the initial rating period it is discovered that an inmate was not rated correctly at the end of the inmate's last incarceration, and no more than six months has elapsed since the inmate was eligible for a Discipline History Factor increase, the inmate should be rated at whatever the correct rating should have been at the end of the previous incarceration.

If it is determined that a newly admitted inmate has not been found guilty of a Class “A” or “B” disciplinary report under the Code of Penal Discipline A.D. 9.5 for one (1) calendar year (six (6) months for inmates under 16 years of age) a reduction of one (1) level may be made to this factor.

SECTION III – INITIAL CLASSIFICATION PROCEDURES

7. SECURITY RISK GROUP MEMBERSHIP

This factor reflects the level of membership within a designated Security Risk Group. The Security Risk Group factor shall be rated as follows:

- 4= An inmate designated as a Security Risk Group Safety Threat Member in accordance with Administrative Directive 6.14.
- 3= An inmate who is a verified member of a Security Risk Group in accordance with Administrative Directive 6.14.
- 2= An inmate who has successfully renounced his SRG membership in accordance with Administrative Directive 6.14.
- 1= An inmate who has never had membership in a Security Risk Group.

An inmate discharged from the Department of Correction while designated as a Security Risk Group Safety Threat Member or a verified member of a Security Risk Group shall be readmitted at the same level. A reduction in the level may be made in accordance with Administrative Directive 6.14, Security Risk Groups.

There are no aggravating or mitigating circumstances for this factor.

C. MANAGEMENT SUBCODES

During classification, an inmate may present one or more special management concerns that are to be brought to the attention of facility staff. Management Subcodes are to be considered as "flags" to designate a special situation or condition to be monitored by staff and shall be maintained as current and accurate.

ALL 14 AND 15 YEAR OLDS SHALL AUTOMATICALLY RECEIVE A “Y” MANAGEMENT SUBCODE.

When designating a special management consideration, the appropriate codes below are used and entered into the classification record.

- N = Will be entered if none of the following management subcodes are applicable.
- A = Assaultive: Refers to an inmate who is very likely to be assaultive or violent while confined (2 or more disciplinary reports for assaults on other inmates or 1 disciplinary report for assault on a DOC employee within the last 5 years).
- CI = CT inmate transferred out of state pursuant to the corrections compact (CUSCOM); assessment to be completed upon return to Connecticut.

SECTION III – INITIAL CLASSIFICATION PROCEDURES

- CO = Out of state inmate transferred to Connecticut pursuant to the corrections compact (CUSCOM).
- CD = Chronic Discipline: When an inmate is assigned to a Chronic Discipline Unit.
- D = DCF has legal guardianship over an inmate: Refers to those inmates who have DCF as their legal guardian.
- DV = Documented case of violence in a spousal/significant other relationship within the last 5 years.
- F = Fire Setting: Refers to an inmate who is likely to set fires.
- G = Groups: Refers to inmates involved in organized group activities, other than designated security risk groups, which pose a threat to the safety of the public, staff, the facility or other inmates. Identify the specific group on the comment line.
- HW = Approved for Halfway House placement.
- HS = High Security: an inmate designated as High Security in accordance with Administrative Directive 9.4.
- NE = No pending charge. Jurisdiction will not extradite. This issue shall be explained on the comment line.
- P = Profile: When a profile exists.
- PC = Protective Custody: When an inmate is assigned to protective custody housing.
- TS = Approved for Transitional Supervision.
- V = Victim: Refers to an inmate who is likely to be victimized.
- Y = Youth: All inmates under the age of 18. **REQUIRED FOR ALL 14 AND 15 YEAR OLDS.**

For each management subcode identified, a brief explanation should be made onto the comment line.

D. INMATE NEEDS ASSESSMENT

The following seven (7) needs categories are rated to assist in the development of a treatment plan for each inmate.

During the first thirty- (30) days of incarceration, pretrial inmates and all individuals sentenced to sixty (60) days or more shall be classified in all needs areas. When inmate needs are rated, the initial classification process is completed. Each discipline responsible for evaluating need scores shall communicate these scores to Classification staff before the end of the 30-day assessment period.

1. = Medical need (M)
2. = Mental health need (MH)
3. = Education need (E)

SECTION III – INITIAL CLASSIFICATION PROCEDURES

- 4. = Substance abuse treatment need (T)
- 5. = Vocational/work skill need (V)
- 6. = Sex offense treatment need (S)
- 7. = Community resource need (C)

1. MEDICAL NEED (M)

An individual's physical condition will be assessed concerning specific medical needs for treatment within the correctional environment.

The medical needs scoring may only be conducted and determined by a licensed health professional such as a registered nurse or physician, upon intake and annually thereafter or as a significant change in the individual's physical condition occurs. Classification staff shall be notified of initial scores and any future changes in scoring, with appropriate subcodes.

Ratings:

M5 Assessment: These inmates need 24 hour nursing care, possibly for an extended period of time. Refer to **Appendix B** for additional information.

Examples of medical conditions meeting the M5 level of care may include severe vomiting or weakness, quadriplegia, more than 1 seizure within 24 hours and/or the need for IV antibiotics.

M4 Assessment: These inmates need 24-hour access to nursing care, but most of the time doesn't actually access that care. There is a reasonable likelihood that from time to time they will need 24 hour actual nursing care (not just access to it). Refer to **Appendix B** for additional information.

Examples of medical conditions meeting the M4 level of care may include adjustment of seizure medication, skin breakdown, congestive heart failure with shortness of breath, and active treatment for Hepatitis C.

M3 Assessment: These inmates need predictable access to nursing care for 16 hours a day, 7 days a week. (Any need for Directly Observed Therapy, other than TB treatment, qualifies as M3) Refer to **Appendix B** for further information.

Examples of medical conditions meeting the M3 level of care may include seizure disorder with no seizures within the last 3 months, stable hemiplegia.

SECTION III – INITIAL CLASSIFICATION PROCEDURES

M2 Assessment: These inmates are not expected to require nursing care on a regular basis, they have Some subacute or chronic disease that requires occasional nursing attention, but not on an urgent basis. Refer to **Appendix B** for further information.

Examples of medical conditions meeting the M2 level of care may include long standing hemiplegia, uncomplicated urinary tract infection, bronchitis, and asymptomatic Hepatitis C.

M1 Assessment: These inmates have no physical problems that require nursing attention, other than problems that might arise in the future due to illness or injury. Refer to **Appendix B** for further information.

Medical Subcodes:

B = Blind

D = Deaf

H = Hospice

L = Paraplegic

E = Hemiplegic

Q = Quadriplegic

K = Walker

W = Wheelchair

R = Prosthesis

C = Crutch

N = Cane

O = Other medical device (ex. Sleep apnea machine, chronic tracheotomy, ileostomy, colostomy, ureterostomy, oxygen concentrator; **DOES NOT** include hearing aids, dentures, glasses or contact lenses.)

2. MENTAL HEALTH NEED (MH)

An individual's mental health needs will be assessed concerning specific needs for treatment within the correctional environment. Behavioral, cognitive, emotional, and/or interpersonal deficits or patterns that potentially influence adjustment within an institutional or community correctional environment are critical factors in determining the mental health score.

SECTION III – INITIAL CLASSIFICATION PROCEDURES

Whenever possible, all Mental Health Need Scores will be determined by mental health professionals. In those facilities with limited mental health resources, MH-1 and MH-2 ratings may be determined by qualified classification staff or by health services staff who do not specialize in mental health. Rating of MH-3 and above may only be scored by mental health staff. Mental Health needs scoring must be done on intake and annually thereafter or when a significant change in the individual's condition occurs.

All inmates will receive a mental health classification. Depending on their condition, some inmates will receive one or more mental health subcodes.

Correctional Managed Health Care (CMHC), in cooperation with the DOC Department of Health and Addition Services will publish a detailed guide to mental health classification intended to help health services staff accurately and consistently classify each offender. This guide will be revised as necessary, and become part of the CMHC Policy and Procedure Manual. The current version is appended to this manual as Appendix C.

Classification staff shall be notified of initial scores and any future changes in scoring, with appropriate subcodes.

MH5 Assessment: Crisis level mental disorder (acute conditions, temporary classification). Requires 24 hour nursing care.

Examples of mental health conditions meeting the MH-5 level of may include but are not limited to acute psychosis, severe depression, suicidal ideation, suicidal gestures or attempts, and overwhelming anxiety. Moreover, these inmates can be actively suicidal or self-mutilators. They require suicide watch, 15 minutes watch or one-to-one monitoring. Refer to **Appendix C** for further information.

MH4 Assessment: Mental Health disorder severe enough to require specialized housing or ongoing intensive mental health treatment; usually on psychotropic medications.

Examples: Individuals with chronic schizophrenia or bipolar disorders with frequent psychotic exacerbations, who need medication and assistance with activities of daily living; Individuals with borderline personality disorder with frequent suicidal gestures or episodes of self-mutilation, who, due to chronic mood instability and impulsiveness, require daily contact and support; Mentally retarded individuals in need of assistance with activities of daily living and self-care. (Many of the above described inmates may be preyed upon by others within a general population as a result of their disability.) Refer to **Appendix C** for further information.

SECTION III – INITIAL CLASSIFICATION PROCEDURES

MH3 Assessment: Mild or moderate mental health disorder (or severe mental disorder under good control); may or may not be on psychotropic medication.

Examples: Individuals with chronic schizophrenia or bipolar disorder who are compliant with medications and may have periodic psychotic exacerbations requiring hospitalization yet are able to function in a general population setting; Individuals with major depression who may have a history of suicidal behavior and need supportive services and/or medications and may require periodic hospitalizations; Individuals with personality disorders, e.g. borderline personality disorder and require supportive services and crisis intervention to prevent self-mutilation or suicidal gestures. Refer to **Appendix C** for further information.

MH2 Assessment: History of mental health disorder that is not currently active or needing treatment; or current mild mental health disorder, not requiring treatment by a mental health professional.

Examples: Individuals with a history of mental health treatment for adjustment disorder, depression, anxiety, attention-deficit hyperactivity disorder, conduct disorder, phobias, eating disorders, brief psychotic episodes, post-traumatic stress disorder, or developmental disorders with no current symptoms and no need for medication or follow-up services. Refer to **Appendix C** for further information.

MH1 Assessment: These individuals have no mental health history or current need and may be characterized as emotionally stable.

Examples: Individual denies any mental health history, denies any suicidal ideation or suicide attempts with no evidence of anxiety, depression or psychosis. Refer to **Appendix C** for further information.

Mental Health Subcodes:

S = Mental health needs indicating suicidal ideation, gestures, or attempts.

M= Currently on psychotropic medication.

3. EDUCATIONAL NEED (E)

The following assessment criteria shall be used to identify the educational level of the individual. Ratings for E-1 through E-4 may be rated by classification staff/education staff. E-5 is to be referred and rated by an education specialist. Classification staff shall be notified of initial scores and any future changes in scoring, with appropriate subcodes.

SECTION III – INITIAL CLASSIFICATION PROCEDURES

Ratings:

E-5 Assessment: Individuals deficient, even in minimal skill areas, who may be functionally illiterate or need to be referred for a diagnostic educational assessment.

Response: These individuals may require specialized programs, including educational counseling.

E-4 Assessment: Individuals who have scored below the eighth grade level on standardized tests.

Response: These individuals shall be provided with Adult Education (equivalent to grades 4 through 7).

E-3 Assessment: Individuals who have scored at the eighth grade level on standardized tests.

Response: These individuals are eligible for enrollment in a General Educational Development program.

E-2 Assessment: Individuals who have a high school diploma or GED.

Response: These individuals are eligible for college-level programs or, if desired, remedial academic reviews

E-1 Assessment: Individuals who have participated in or completed post-secondary education.

Response: These individuals are eligible for appropriate post-secondary programming, dependent on actual level of achievement and individual aptitude and interest. These individuals may also qualify for enrichment courses and/or assist teachers.

Education Subcodes

M = Motivated

N = Not Motivated

V = Verified

U = Unverified

I = Illiterate

E = Non-English speaking

Subcodes "M" or "N" and "V" or "U" are required for each individual.

SECTION III – INITIAL CLASSIFICATION PROCEDURES

4. SUBSTANCE ABUSE TREATMENT NEED (T)

The substance abuse treatment need will describe the extent, nature and pattern of alcohol or other drug use related to general life functioning. Therefore, it is important to assess, identify and treat, when possible, any individual with a history of substance abuse, particularly when such abuse has led to criminal activity.

Addiction Services staff shall notify Classification staff of initial scores and any future changes in scoring, with appropriate subcodes.

Ratings:

T-5 Assessment: These individuals have an extremely serious substance abuse problem and require a high level of intensive treatment of extended duration, such as DOC residential treatment. These individuals have a very high probability of relapse into active substance abuse.

Response: The appropriate level of intervention is completion of a Tier IV (Therapeutic Community) program where available, or **long-term** community residential substance abuse treatment. If the inmate has completed Tier III or Tier II during this period of incarceration, reevaluation by Addiction Services is recommended for community based outpatient services.

T-4 Assessment: Individuals receiving this rating indicate a serious substance abuse problem and require residential or intensive outpatient treatment.

Response: The appropriate level of intervention is completion of a Tier IV (Therapeutic Community) program where available, community residential substance abuse treatment and community based aftercare services. If the inmate has completed Tier III or Tier II during this period of incarceration, community based outpatient services are recommended.

T-3 Assessment: Individuals receiving this rating have a moderate substance abuse problem that requires treatment.

Response: The appropriate level of intervention is Tier III where available, or Tier II programming and community based aftercare services. If the inmate has not completed Tier III or Tier II during this period of incarceration, community based outpatient substance abuse treatment is recommended.

SECTION III – INITIAL CLASSIFICATION PROCEDURES

T-2 Assessment: These individuals have a slight substance abuse history and would benefit from brief substance abuse intervention.

Response: The appropriate level of intervention is voluntary participation in recovery support services.

T-1 Assessment: These inmates do not appear to have a substance abuse problem.

Response: These individuals do not require any substance abuse intervention.

Substance Abuse Treatment Subcodes:

A= Addiction Severity Index (ASI) tool utilized to evaluate.

S = TCU drug screen II (TCUSD II) tool utilized to evaluate.

C = Completed (indicates the highest level of program completed ex. C2, C3, C4)

2 = indicates Tier II completion (to be utilized with C subcode)

3 = indicates Tier III completion (to be utilized with C subcode)

4 = indicates Tier IV completion (to be utilized with C subcode)

5. VOCATIONAL/WORK SKILLS NEED (V)

The vocational training/work skills need element shall evaluate an individual's abilities and interests. A determination of the individual's aptitude for work and the amount of interest the individual has in a particular occupation are needed. Classification/Educational/Vocational specialist interviews each individual to determine interest in a vocational program. The individual's present level of training, skills and work history will determine the level of vocational programming. Classification staff shall be notified of initial scores and any future changes in scoring, with appropriate subcodes.

Ratings:

V-5 Assessment: These individuals have no skill or training in any field. They generally have a low potential to succeed in formal vocational programming provided in groups. These individuals may not have held a job in the community and may have great difficulty meeting even minimum requirements for the world of work.

Response: Require vocational diagnostic services, counseling and pre-vocational training.

SECTION III – INITIAL CLASSIFICATION PROCEDURES

V-4 Assessment: These individuals possess limited work skills, but are capable of learning and performing repetitive tasks in a satisfactory manner. They are generally capable of following simple instructions but lack independent judgement. These individuals may have a poor work history marked by short-term jobs.

Response: Assignment to vocational and employment counseling, pre-vocational training, vocational training, or pre-apprentice training.

V-3 Assessment: These individuals have moderate work skills and basic, yet limited, familiarity with one or more vocational skills. They generally have some prior vocational training in a semi-skilled field and possess the capability to learn a skilled occupation.

Response: Assignment to vocational or pre-apprentice training supported by employment counseling.

V-2 Assessment: These individuals have substantial work skills and an identifiable trade but lack certification. These individuals have received training in a professional/technical field and have demonstrated the capability to work independently.

Response: Assignment to vocational or pre-apprentice training in a skilled field.

V-1 Assessment: These individuals are either certified or qualified for certification, in a technical field or would be considered a professional in the field. They are also capable of easily learning other technical/professional trades.

Vocational/Work Skills Subcodes:

M = Motivated
N = Not motivated
V = Verified
U = Unverified
E = Enrolled in Vocational Program

Subcodes "M" or "N" and "V" or "U" are required for each individual.

SECTION III – INITIAL CLASSIFICATION PROCEDURES

6. SEX OFFENSE TREATMENT NEED (S)

The sex offense treatment need score indicates an inmate has a record or known history of problem sexual behavior. This area will focus on the level of sexual re-offense risk and address program intervention needs. This need score identifies the inmate's program needs based on information acquired through Pre-Sentence Investigations (PSI), police reports, Department of Correction Reports, Department of Children & Families (DCF) reports, etc. that are utilized to complete nationally accepted and validated risk instrument(s). Use of Criminal Justice information shall adhere to the guidelines provided in the Introduction, Section III-A. Scores on risk instruments will directly impact the 1-5 sex need score.

Charges and Convictions for “Risk of Injury”, CGS, 53-21(2) (a) are sexual in nature. If the subsection “(2)” or (2)(a) is not present on the sentencing Mittimus, the case must be investigated further to determine if the offense is sexual in nature.

In some cases, documentation (Pre-Sentence Investigations (PSI), police reports, Department of Correction Reports, Department of Children & Families (DCF) reports, etc.), may not arrive in a timely fashion or may not be available. Lack of documentation may also result in an inability of staff to accurately complete risk instruments. In these situations, staff must rely on inmate self-report data. Documentation indicating scoring by self report data shall be entered into the Master file. Due to the obvious potential lack of accuracy or reliability/validity of self-report information, a score based on such data must be so designated by a subcode as described below (“U”).

Risk instrument ratings will directly influence the 1-5 sex treatment need score. A subcode of “E” (evaluation) shall be entered to indicate that risk instrument ratings have been utilized to establish the 1-5 sex treatment need score.

Classification/Intake staff are responsible for entering/assigning sex treatment need scores and all subcodes into the Objective Classification system and conducting the appropriate Classification transactions. In institutions where specialized sex offender treatment programs exist, any inmate with

a sex offender treatment need score of S-2 or higher and an “I” sub-code (program “interest”) shall be referred to sex offender program staff for evaluation. In institutions where specialized sex offender treatment staff are not available, sex offenders with a subcode of “I” shall be considered for transfer to a program institution.

If the individual fits multiple categories, the rating should be based on the highest score, e.g. if an inmate has a history of exhibitionism and also has a conviction for sexual assault, the score should be based on the sexual assault.

SECTION III – INITIAL CLASSIFICATION PROCEDURES

Any consideration for a sexual treatment need score based solely on a disciplinary report(s) shall be forwarded to the Director of Offender Classification and Population Management for review prior to the assignment of the score.

- S-5 Assessment:** These individuals have a current conviction, pending charge or known history of sexual offenses involving physical contact with their victim(s), in addition, the offender uses gratuitous and/or sadistic violence. An offender of this type may have a history of criminal and sexual violence giving them the designation of "Persistent Dangerous Sexual Offender", but a first time offender may qualify if the offender causes extreme physical harm to the victim or there is evidence of ritualistic or sadistic sexual abuse. In addition, if it is determined that a sex offender inmate scores in the high range on the HARE Psychopathy Scale, the inmate may be scored with an S-5 (based on clinical assessment).
- S-4 Assessment:** These individuals have a current conviction, pending charge or known history of two or more sexual offenses which involved physical sexual contact. This score will be designated for inmates who have two or more sexual assaults on two or more victims. Physical violence may or may not be evident in the sexual assault cases, but an S-4 score reflects a pattern of behavior. Offenders who score Moderate High to High on risk instruments shall be scored S-4. In addition, an offender who refuses or drops out of treatment may have their score increased to S-4 (based on clinical assessment).
- S-3 Assessment:** These individuals have a current conviction, pending charge or known history of sexual offenses involving physical contact with the victim(s) (necrophilia included). The offenses may include coercion, manipulation, or exploitation. This includes an offender who takes advantage of an opportunity where drugs and alcohol are being used as a tool. An inmate who engages in predatory sexual behavior while incarcerated will be given a score of S-3.
- S-2 Assessment:** These individuals have a current conviction, pending charge or known history of non-contact sexual offense(s) These individuals score Low or Low Moderate on risk instruments. Multiple non-contact offenses may increase risk instrument scores. These behaviors may include but are not limited to:
- Voyeurism,
 - Exhibitionism,
 - Obscene Telephone Calling (telephone scatologia),
 - Use, sale or exchange of child pornography and/or internet child pornography
 - Promoting Prostitution of a Minor
 - Other Paraphilias

SECTION III – INITIAL CLASSIFICATION PROCEDURES

If an inmate has many occurrences of non-contact offenses or a significant history of non-contact offenses, it may be clinically indicated to raise the score to an S-3.

- S-1 Assessment:** These individuals have no current conviction, pending charge or identified history of sexual offenses. They may self-report having been sexually abused, suffering from compulsive sexual behaviors or obsessive thoughts but have not, based on all available information, committed criminal sexual behaviors. They may suffer from paraphilias such as fetishism but have no history of acting out in any sexually offending manner. These individuals may suffer from other sexual concerns or sexual dysfunction unrelated to any sexual criminal acts.

A sex offender treatment needs score may be increased due to additional background history, current activity, or inmate self report. A sex offender treatment needs score may not be lowered by either clinical staff or classification staff (except when the information utilized for the basis for the original score is found to be in error, the information changes or the information was misinterpreted). Scores may be lowered only by approval from the Commissioner or designee.

Sex Offense Subcodes:

All sub-codes are to be completed or modified (if appropriate) during intake screening and during Classification reviews.

One of the following subcodes, "V" or "U" must be utilized at the time of the initial rating of each individual. All offenders shall be scored with either an "R" or "I" sub-code.

- V = Verified; Information used to classify the individual is documented in the official record, and is considered accurate.
- U = Unverified; Official documentation is lacking; Rating is based on individual self-report or unverified information. A rating with this code is considered conditional or temporary but will remain in force until further information becomes available. In the event that the individual is a pre-trial detainee, the initial rating may be based upon the charges pending and the assumed accuracy of the charges.

SECTION III – INITIAL CLASSIFICATION PROCEDURES

- E= Evaluation; These individuals have sex offender risk instruments completed, the ratings entered into the sex Offender Program database and the ratings calculated into the 1-5 sex treatment need score. Risk instruments can be completed on offenders with sex offense allegations or charges, including inmates who have been accused of sexual assault by other inmates or have received sexual misconduct disciplinary reports due to sexual misconduct against a staff member. A risk evaluation does not need to be done on an inmate who has no known sexual offense history.
- R= Refusal; These individuals, regardless of the stated reason have refused to participate in specialized sex offender programming.
- I= Interest; These individuals have explicitly indicated an intention to participate in sex offender programming.
- D= Denial; These individuals categorically deny their charges or any sex crimes.

7. COMMUNITY RESOURCES NEED (C)

This factor describes the level of priority/intervention required for the sentenced offender to receive assistance with prerelease and discharge planning to facilitate a successful transition into the community.

Ratings:

- C-5 Assessment:** These inmates require full and total assistance with regard to prerelease planning. (e.g. long history of homelessness, no work skills, no work history or support system evident).
- C-4 Assessment:** These inmates require significant assistance with prerelease planning in at least three (3) major areas. (e.g. housing, job, community treatment resources, financial, social/recreational, childcare/ family support or other areas).
- C-3 Assessment:** These inmates have a moderate need for prerelease planning. They will require some level of assistance with prerelease planning in at least 2 areas as mentioned above.
- C-2 Assessment:** These inmates may have some need for assistance. They generally have a history of permanent residence, work histories, and/or familial or social support, which may or may not have been disrupted by incarceration. They may require some assistance with prerelease planning.

SECTION III – INITIAL CLASSIFICATION PROCEDURES

C-1 Assessment: Inmates with this rating need no reentry assistance for one of several reasons, as defined below:

1. The inmate has a prerelease plan in place, including residence, social and familial support systems,;
2. The inmate is serving a long-term sentence (greater than 5 years) with no need for reentry assistance at the time. These inmates should be assigned an L subcode to designate a long-term sentence. These inmates should be reviewed during regular reclassification reviews to ensure the score is revised as necessary as the inmate draws closer to their release date, or;
3. The inmate has no need at this time for reentry assistance (i.e. unsentenced inmate, etc.).

All inmates assigned a need score of C-3 or higher must be seen by a Transition Services Counselor at least six months prior to release. The Transition Counselor will complete the Community Resources Need Checklist (Attachment D) with the inmate and ensure a copy is filed in Section 5 of the inmate's master file.

Any inmate sentenced to less than six months must be seen immediately to determine the level of need and to initiate prerelease planning services as appropriate.

Community Resource Need Subcodes:

- S = Short term sentence (less than 5 years)
- L = Long term sentence (greater than or equal to 5 years) - use with C-1 score only
- E = Employment need
- H = Housing/Residence need
- M = Health Services need (medical/mental health)
- O = Other need (document on ICF)
- P = Participating in transitional services programming
- R = Refused transition services programming/assistance
- C = Completed Community Resources Needs Checklist, filed in master file

SECTION IV: RECLASSIFICATION PROCEDURES

A. INTRODUCTION

Classification staff periodically review an inmate's risk and needs profile after initial classification. These reviews occur when new information is received (e.g., pre-sentence investigation reports, police reports, mental health evaluations, etc.), when disciplinary behavior prompts a risk change, when a scheduled period of time passes necessitating such a review, and when any kind of parole board action is taken.

Five different types of reclassification reviews are conducted which may affect an inmate's Overall Risk Level. Each of these reviews requires varying responses by staff and inmate involvement. No transaction, other than an IN, shall be left open longer than 14 days.

Reclassification Review Chart		
Type of Review		Inmate Involvement
RR	Regular Review – Risk and Need Scores Verified. Complete Criminal History Checks (In-state and Out-of- State).	Inmate seen prior to beginning the review process, except where safety and security prohibit. The inmate may waive to be seen.
RC	Review Community Release Program Placement Requires the same criteria as a Regular Review.	Inmate seen - Mandatory
RP	Review for Overall Level Reduction – Percentage of time must be served prior to transaction being initiated. Requires the same criteria as a Regular Review	Inmate notified if approved and seen if denied.
RD	Review due to Disciplinary Behavior –	Inmate seen – except where safety and security prohibit. In such cases, the inmate shall be notified in writing within 24 hrs of action.
RI	Review due to New Information To include return from C/R with Violation of Program Provisions (Done under an RI)	Inmate seen – except where safety and security prohibit. In such cases, the inmate shall be notified in writing within 24 hrs of action.

All of the above Classification actions shall be clearly documented on the Inmate Classification Form (ICF) and the Inmate Classification History Form (CN9701) located on top of section 5 of the Inmate Master File. "All reviews completed" shall be documented on the Inmate Classification Form (ICF), as well as any significant reason/circumstance for a particular risk score or management subcode.

SECTION IV: RECLASSIFICATION PROCEDURES

B. REGULAR RECLASSIFICATION REVIEWS – (RR)

Regular Reviews shall be initiated at least once every six (6) months after the Initial Classification (IN) has been closed. Level 4 and Level 3 general population inmates with sentences greater than five (5) years remaining on their sentence need only have a Regular Review performed annually. Inmates currently in the custody of the Department of Correction being held solely for Federal authorities, to include inmates held for ICE, with no pending Connecticut charges, and no Connecticut sentence to serve, need only to have a Regular Review performed annually.

Regular Reclassification Reviews must occur at the above intervals. Prior to beginning this process, the inmate must be seen and informed that a Regular Review is being initiated. When warranted, an inmate may receive a Regular Review as the result of a change in internal or external factors which could directly affect an inmate's overall risk level (e.g., a new sentence, sentence reduction, etc.). **When staff complete an RC or RP transaction and document that a complete criminal history check has been conducted, they shall forward the date of the next Regular Review by six (6) months.**

Five principle activities occur during the Regular Review process. These include:

1. Review of the Overall Risk Level Appropriateness

During a Regular Review, an inmate's Overall Risk Level shall be examined to determine the appropriateness based on the offender's adjustment to confinement, disciplinary history, time remaining on all sentences, and the overall risk to the safety and security of the community and facility. A change may be recommended as an override when substantial aggravating or mitigating circumstances exist which warrant a Risk Level/Overall Risk Level modification.

2. Review of Pending Charges or Detainers

During a Regular Review, a complete criminal history record check shall be conducted to determine the accuracy of the individual risk factor scores. The disposition/status of all charges (disposed or pending) shall be clearly noted on the source document, initialed, dated and placed in the inmate's master file. In addition, when Classification staff are confirming that a Connecticut charge is still pending, the Classification staff member shall also request a habeas, if necessary, from the court/police department and the request shall be documented in the inmate's master file on the Inmate Classification History Form.

SECTION IV: RECLASSIFICATION PROCEDURES

For any noted out-of-state pending charge(s), detainers, or wanted person confirmation Classification staff shall request a copy of the warrant/detainer from the out of state agency and forward this paperwork to the facility's records department for processing. The originating staff member should note these reviews on the ICF to satisfy documentation requirements.

3. Review of Disciplinary History

During a Regular Review, an inmate's disciplinary history factor shall be reviewed to determine whether any change is warranted as per Section IV-D-1-a, Disciplinary Increases. If a warranted change has not yet been initiated via an RD, that change may be done not more than six- (6) months after the eligibility for the increase, unless there have been further disciplinary reports. This reason must be clearly documented on the ICF. **If the inmate has not been found guilty of a Class "A" or "B" disciplinary report under the Code of Penal Discipline A.D. 9.5, for one (1) calendar year (six (6) months for inmates under 16 year of age), a reduction of one level may be made to this factor.**

4. Review of Management Subcodes

During a Regular Review, an inmate's management subcodes shall be examined to determine the appropriateness of the listed subcode(s).

5. Review of the Inmate Needs

During a Regular Review, an inmate's need scores shall be re-assessed. The following procedures are to be followed when reviewing each inmate:

a. Medical Factor - M score

Any inmate who has received an M-3 or higher score, shall be reviewed by medical staff prior to the Regular Review to determine whether an adjustment in the inmate's medical score is required.

Medical staff shall inform classification staff at least one (1) week prior to scheduled completion of the Regular Review if there is a change in the inmate's medical care score. An inmate with an M-1 or M-2 score will not normally be reviewed by medical staff for reclassification purposes unless a medical condition is present which may affect the inmate's M-score, particularly when there would be an increase in this score.

SECTION IV: RECLASSIFICATION PROCEDURES

b. **Mental Health Factor- MH score**

Any inmate who has received a MH-3 or higher score shall be reviewed by mental health staff prior to the regular review to determine if an adjustment to the inmate's mental health score is required. **Mental health staff shall inform classification staff at least one week prior to scheduled completion of the Regular Review if there is a change in the mental health score.** An inmate with a score of MH-1 or MH-2 is normally not assessed by mental health staff for reclassification purposes unless a mental health condition is present that may affect the inmate's MH-score, particularly when there would be an increase in this score.

c. **Educational Factor - E score**

Educational staff shall inform classification staff at least one week prior to the scheduled completion of the Regular Review if there is a change in the inmate's educational score. This generally refers only to an inmate who is participating in an educational program. An inmate with an E-score of 3 or higher who is identified as being unmotivated shall be interviewed by the counselor to determine if the inmate is now motivated to participate.

d. **Vocational/Work Skills Factor - V score**

Vocational training staff shall inform classification staff at least one week prior to the scheduled completion of the Regular Reclassification Review if there is a change in the inmate's vocational training score. This generally refers only to an inmate who is participating in a vocational training program. An inmate with a V-score of 3 or higher who is identified as being unmotivated is interviewed by the counselor to determine if the inmate is now motivated to participate.

e. **Substance Abuse Treatment Factor - T score**

Treatment staff shall inform the classification counselor at least one week prior to the scheduled completion of the Regular Reclassification Review if there is a change in the inmate's alcohol/drug needs score. An inmate with a T-score of 3 or higher shall be referred to Addiction Services staff for an evaluation. An individual's substance abuse in the facility may increase the substance abuse treatment factor. Successful completion of the appropriate level of treatment during this period of incarceration shall result in a review for reduction of the T-score by one level.

SECTION IV: RECLASSIFICATION PROCEDURES

The rating cannot be reduced lower than a T-3 unless there was an error in the initial assessment. The original rating should only be changed after assessment by an Addiction Services Supervisor or designee. Addiction Services Staff will document any change to the T- score in the Inmate's Master File.

f. Sexual Offense Treatment Factor - S score

Treatment staff shall inform classification staff at least one week prior to the scheduled completion of the Regular Reclassification Review if there is a change in the inmate's sexual offense treatment needs score. This refers only to an inmate with an S-score of 2 or higher.

g. Community Resources Factor- C score

Classification staff shall review this factor to determine whether any changes have occurred in the inmate's community resources factor to warrant a change in C-score. In addition, Classification Staff shall review the length of time remaining on the inmate's sentence to determine if a modification to the existing subcodes is necessary and to make a referral to Transition Services if appropriate.

C. NEW INFORMATION – (RI)

A reclassification review shall be completed within 14 days of receipt of significant information that may affect an inmate's needs or risk scores. This review does not necessarily result in the entire classification process being reviewed and may result in an increase, decrease or no change in the overall risk score. (See also the increase and decrease sections that follow).

A RI shall be completed and signed by the Warden/designee for all inmates under 16 years of age every three months to re-assess medical and mental health needs scores.

A RI transaction shall be completed for all inmates “discharged and hold on Connecticut charges” within 14 days of the inmate’s discharge. (Old current offense would now be history).

A RI is required when an inmate is designated or renounces SRG affiliation.

A RI shall be completed and signed by the Director O.C.P.M. or designee for all sentenced inmates assigned to Protective Custody in accordance with A.D. 9.9.

SECTION IV: RECLASSIFICATION PROCEDURES

A RI shall be completed and signed by the Director O.C.P.M. or designee for all inmates assigned to Chronic Discipline in accordance with A.D. 9.4.

1. PAROLE -

A RI shall be completed within 14 days after all Parole Board actions to include (but not limited to) Release Hearings, Rescission hearings/notifications, and Revocation Hearings.

An RI shall be completed within 14 days of a parole violator's return from the Community into the custody of the D.O.C. Parole Violators shall be treated as serving the same period of incarceration.

A Parole Violator returned with no new charges shall have their Overall Risk Score determined by the length of time remaining on their sentence. A Parole Violator returned with pending charges shall be classified based on the Detainer Risk Score or on the Length of Confinement Risk Score if the length of time remaining on their sentence exceeds the severity of the current pending charge. Parole violators with a sex offense treatment need score greater than 1 shall not be classified below Overall level 3 without approval from the Commissioner/designee.

For Level reduction purposes, percentage of time served shall be calculated from the date of the violator's return.

D. OTHER CLASSIFICATION REVIEWS – (RD, RI, RC, RP)

An inmate's Overall Risk Level shall be reviewed at each Classification Review. The following two sections outline the procedure for determining whether an inmate is to be considered for an increase or decrease in Overall Risk Level.

1. Increase in Overall Risk Level – (RD, RI)

Generally, one of two conditions result in an increase in an inmate's Overall Risk Level. These are comprised of serious or repetitive disciplinary violations (RD), or new information (RI) which would necessitate greater security than associated with the inmate's current Overall Risk Level. Inmate needs are not normally reviewed at this time.

a. Disciplinary Increases - (RD)

A poor disciplinary adjustment may result in an inmate's Overall Risk Factor being increased and a corresponding increase of the Discipline History Factor to the level of the Overall. This increase will be effected as described below. In the event of multiple disciplinary charges arising from a single disciplinary incident, only the highest chargeable class of offense shall be used.

SECTION IV: RECLASSIFICATION PROCEDURES

Reviews resulting in an Overall Risk level increase and a required transfer to another facility shall require the approval of the Director of Offender Classification & Population Management.

- 5= An inmate found guilty of:
 - (1). Level 1 Assault on Department of Correction employee as defined in Administrative Directive 6.6, Reporting of Incidents, CN-6603.
 - (2). Hostage holding of a Department of Correction employee.
 - (3). Riot.
- 4=
 - (1). An inmate who has been verified as a Security Risk Group member in accordance with Administrative Directive 6.14, who is found guilty of any of the following disciplinary offenses: creating a disturbance, assault, fighting, contraband A (possessing a dangerous instrument), impeding order, and security risk group safety threat member.
 - (2). An inmate found guilty of a level 2 assault on a Department of Correction employee as defined in Administrative Directive 6.6, Reporting of Incidents, CN- 6603.
 - (3). An inmate with an overall risk score of 4 or 3 who is found guilty under the code of Penal Discipline in accordance with the following schedule:
 - 3 or more Class A disciplinary reports within 120 days
 - 3 or more Class A/B combinations disciplinary reports within 90 days
 - 3 or more Class B disciplinary reports within 90 days
 - (4). An inmate admitted to a Chronic Discipline Unit shall receive a disciplinary and overall risk factor of 4. (Requires Director OCPM/Designee signature).
- 3= An inmate with an overall risk score of 2 who is found guilty under the Code of Penal Discipline in accordance with the previous schedule.
- 2= An inmate with an overall risk score of 1 whose Community Release approval has been rescinded due to a guilty finding under the Code of Penal Discipline for a Class “A” or “B” disciplinary report.

SECTION IV: RECLASSIFICATION PROCEDURES

Overall and Disciplinary History Risk Factors must be adjusted in a timely way. In the unlikely event that an inmate is not increased at the time they are eligible for an increase, then in no case should the increase take place more than six months after eligibility unless there have been further disciplinary sanctions. This six months factor is in effect regardless of whether or not there has been a break in incarceration.

b. Conviction of a Felony while Incarcerated - (RI)

Conviction of a felony committed while incarcerated shall result in a level increase review. An inmate's Overall Risk level shall not be increased to risk level 5 except as authorized by the Director of Offender Classification and Population Management as outlined in section 12(c) of A.D. 9.2., Inmate Classification.

An inmate convicted of a violent felony for a crime committed while incarcerated shall be assigned to Overall Risk Level 4 or reviewed for recommendation to Overall Risk Level 5 in accordance with A.D. 9.2, section 12(c) below.

c. Assignment to Overall Risk Level 5 - (RD)

Assignment to Administrative Segregation, Overall Risk Level 5, shall be considered when any totality of facts, information or circumstances which indicates an immediate threat to safety and/or security of the public, staff or other inmates.

An inmate shall be automatically placed in Administrative Detention and be reviewed for placement in Administrative Segregation, risk level 5, under any of the following conditions:

- 1.) Level 1 assault on a Department of Correction employee as defined in Administrative Directive 6.6, Reporting of Incidents;
- 2.) Hostage holding of a Department of Correction employee;
- 3.) Riot;
- 4.) Homicide while confined;
- 5.) An inmate is sentenced to death;
- 6.) Escape from the security perimeter of a facility;
- 7.) After one (1) year in Close Custody for Security Risk Groups; continues to present a threat to the safety, security, and/or orderly operation;

SECTION IV: RECLASSIFICATION PROCEDURES

- 8.) After six (6) months in Close Custody for Chronic Discipline; continues to present a threat to the safety, security, and/or orderly operation;
- 9.) An inmate is in pretrial or pre-sentence status for a Capitol Felony Murder charge (C.G.S. 53a-54b);

All increases to Overall Risk Level 5 and assignment to Administrative Segregation shall be made by the Director of Offender Classification and Population Management.

d. Security Risk Group Safety Threat Members - (RI)

Any inmate designated, by the Commissioner, as a Security Risk Group Safety Threat Member shall be classified as an Overall Risk Level 4 and shall receive a SRG score of 4 in accordance with Section III.B.7 of this manual and placed in a close custody housing unit in accordance with Administrative Directive 6.14 Security Risk Groups.

An inmate released from the Department of Correction while designated as a Security Risk Group Safety Threat Member shall be readmitted on the same status.

The Director of Security shall review the designation in accordance with Administrative Directive 6.14 Security Risk Groups.

e. Overall Risk Level Reclassification from Community Placement - (RI)

Overall Risk Level increases of Community Release returnees require a reclassification hearing. If a reclassification of a Community Release returnee is determined appropriate the inmate shall be provided, once re-incarcerated, with the following:

- 1). Within 72 hours of transferring to a level 2 or higher facility, a statement of reasons for the proposed increase from Overall Risk Level 1 status except those that may cause a security problem or undue harm to the public;
- 2). A copy of any documents pertaining to such statement of reasons unless the security of the facility and public warrants otherwise;

SECTION IV: RECLASSIFICATION PROCEDURES

- 3). A notification of the date, time, and location of a hearing on such proposed revocation. This notice shall state that the inmate may appear at such hearing with a correctional advocate as a representative and present documents at such hearing on the inmate's behalf.

Any inmate in community placement status and returned to a correctional facility shall have a classification hearing within 14 days of return to the facility. This time limit may be extended for cause. A classification hearing shall not consider disciplinary matters unless the inmate has been found guilty of an offense under Administrative Directive 9.5, Code of Penal Discipline. A classification hearing may consider reclassification for a non-chargeable matter and return the inmate to a higher security facility prior to a disciplinary hearing on a chargeable offense. Classification shall not be used to avoid a disciplinary hearing for an inmate.

Records of the disciplinary hearing shall be forwarded to the counselor supervisor or higher authority as appropriate.

If the inmate's assignment to Risk Level 1 is revoked, the counselor supervisor or higher authority shall state the reasons in writing and change the Overall Risk level. The overall risk score will be increased to Overall Risk Level 2, except in the case where new information would result in a level increase due to a change in one of the risk factors.

A return from Community Release without prejudice is a suspension of Community Release and not a revocation. Upon the inmates return from the community, a review shall be initiated to determine the reason for the return and the inmate's overall score shall remain a 1 unless new information dictates otherwise. If Community Services notifies the facility that they have closed interest in a case, the inmate shall be reclassified to overall level 2 unless new information dictates a higher score.

4). 7 Day Community Release Intervention Program Criteria

Notwithstanding the above provisions, this criterion shall not interfere with the use of discretion invoking incremental sanctions by a Community Services Officer or higher authority for technical, non-criminal violations, to include but not be limited to, intervention, increased programming, detoxification and electronic monitoring through the Community Release Intervention Program as enumerated below:

- a) Inmates shall be temporarily remanded by the Community Services Unit with a Re-Admission tracking form placed in the master file and so noted on the Classification History Log in the master file;

SECTION IV: RECLASSIFICATION PROCEDURES

- b) No classification transaction shall be required, unless it has been determined that the inmate will not be placed back into the community;
- c) Classification Staff shall notify Addiction Services when an inmate is returned for a positive urinalysis so as to provide necessary intervention;
- d) The Community Services Unit shall review and track each case and make necessary modifications to the inmate's Conditions of Release for reinstatement into the community;
- e) If it is determined by the Unit Administrator or Community Services staff that the inmate is not appropriate for release, the inmate shall then be scheduled for a reclassification hearing and reviewed for an overall level increase as appropriate and considered for a transfer to a sentenced facility, if the inmate has greater than 15 days to discharge.

f. New Information - (RI)

New information may result in an increase in the inmates overall risk score by increasing one of the factors. For example, receipt of a new pending charge, increase in length of sentence or designation as a verified Security Risk Group member, etc.

2. Decrease in Overall Risk Level - RC, RP, RI

An inmate shall be reviewed for a Overall Risk level reduction based on (1) percentage of time served since the last Overall Risk level change, RP; (2) receipt of new information, RI and, (3) meeting the criteria for assignment to Overall Risk Level 1, RC.

a. Overall Risk Level 5 Decrease - (RI)

An inmate assigned to Overall Risk Level 5, Administrative Segregation, shall not be considered for Overall Risk Level decrease without the approval of the Commissioner. Inmates assigned to Administrative Segregation, shall be reviewed every 6 months for a possible Overall Risk Level decrease and removal from A/S status. Only favorable recommendations should be forwarded to the Commissioner for review. Upon approval by the Commissioner the Overall Risk Level shall be reduced to the appropriate Overall Risk Level 4 status.

SECTION IV: RECLASSIFICATION PROCEDURES

b. Percentage of Time Served – (RP)

The percentage of time served toward the time remaining on the inmate's current period of incarceration since the last Overall Risk level score (R-score) change shall determine eligibility for consideration for a level reduction. If there has been no change (increase or decrease) in the Overall Risk score, since the establishment of the initial Overall Risk score, then the initial date will be used to determine percentage of time. Where eligible, such level reductions are made at the discretion of the Unit Administrator.

Prior to approval for a percentage of time reduction classification staff shall check for consecutive sentences and shall check the accuracy of the computerized percentage of time calculation.

Percentage of time calculations for all escaped inmates shall be computed from the time of the escapee's return to the Department's jurisdiction.

Any inmate with a pending charge or detainer may only be authorized a percentage of time reduction to the level of pending charge or detainer, except that if official documentation from another state exists which informs us that they will not extradite and the charge equates to a risk level 4, then the inmate may receive an "RP" reduction to overall risk level 3 (if all other criteria are met); the detainer score would remain a level 4.

Any inmate serving a sentence for a sex related offense or having a history of sex related offenses shall only be approved by the Commissioner or designee prior to being classified below Overall Risk Level 3. Only favorable recommendations by the Unit Administrator will be forwarded to the Director of Offender Classification and Population Management.

Any inmate designated as a verified Security Risk Group member shall not be classified lower than Risk Level 3 as long as the inmate remains so designated.

A sentenced inmate who refuses to participate in an available educational or programmatic assignment, consistent with assessed needs, may be precluded from a classification reduction until the inmate complies with the classification assignment.

SECTION IV: RECLASSIFICATION PROCEDURES

Decreases from Overall Risk Level 4 to 3 and Overall Risk Level 3 to 2 shall be reviewed and considered after a sentenced inmate has completed a prescribed amount of time in confinement, as noted below. Any inmate serving a life sentence with no possibility of parole or release is not eligible for a risk level decrease without the review and approval of the Director of Offender Classification and Population Management. The percentage of time served for determinate sentences will be computed on the estimated release date for offenses committed prior to October 1, 1994, and on the maximum release date for offenses committed on or after October 1, 1994. The percentage of time served for indeterminate or indefinite sentences shall be computed on the projected discharge date. Parole status or eligibility shall be considered in inmate classification only when an inmate has been voted to parole. A firm VTP date is considered as the new discharge date for percentage of time reduction computations. If not approved, the reason for a denial of a level reduction shall be documented on the Inmate Classification Form (ICF). The schedule for risk level reductions review and eligibility criteria shall be followed, as noted below.

For inmates with multiple sentences from various jurisdictions, the percentage of time will be calculated on the total effective sentence from all jurisdictions. It does not matter whether or not the time was served in Connecticut first or last.

In the case of Interstate Compact transfer and Federal System transfer (CUSCOM) risk level reductions based on percentage of time served shall be determined from the inmate's initial date of sentence. Written facility recommendations for change, approved by the Unit Administrator or Designee, shall be sent to the Interstate Compact Supervisor or Designee. These recommendations should take into account Length of Confinement, Disciplinary History and Percentage of Time Served in the other jurisdiction. Recommendations will be forwarded by the Interstate Compact Office to the other jurisdiction for final approval.

Eligibility for consideration for a percentage of time reduction for Connecticut inmates initially classified during the implementation (7/89) of the Objective Classification System who have not had a prior level change shall be based on the initial sentence date.

An Overall level 4 inmate with more than fifteen- (15) years left to serve on a sentence shall not be reduced to an Overall level 3 without consulting with the Director of Offender Classification and Population Management/designee. An Overall level 3 inmate with more than seven (7) years left to serve on a sentence shall not be reduced to an Overall level 2 without consulting with the Director/designee as noted above.

SECTION IV: RECLASSIFICATION PROCEDURES

In addition, an inmate must not receive any Class A disciplines for the past 120 days or Class B for the past 90 days.

Percentage of Time Level Reduction Chart			
Level	% of time served since last R-Score change	No Class "A" D/R's within past 120 days	No Class "B" D/R's within past 90 days
4 to 3	35%	X	X
3 to 2	30%	X	X

To determine when an inmate is eligible for a percentage of time reduction, the following calculation shall be utilized:

Time remaining on sentence since last R-Score change

Multiplied by (35% for level 4 or 30% for level 3)

x _____

This equals the period of time required to be served for eligibility

= _____

Example 1:

36 months (1096 days) from last R-score change to Estimated Release

Date X .35 (level 4) = 384 days to serve to meet eligibility.

Example 2:

48 months (1461 days) from last R-score change to a firm Voted to Parole

(VTP) Date X .30 (level 3) = 438 days to serve to meet eligibility.

Community Release Programs - (RC)

An "RC" transaction shall be initiated for all eligible inmates and the ICF documenting the action taken shall be placed in the Inmate's Master File. This review shall include and fulfill all requirements for a Regular Review and a complete Community Release Program Package shall be completed for each eligible inmate. Strict adherence to the order in Attachment C will ensure package uniformity throughout the Department. Once completed, a copy of the package shall be filed in Section Five of the inmate's master file.

SECTION IV: RECLASSIFICATION PROCEDURES

The Community Release program provides eligible offenders an opportunity to reintegrate into the community. Program placement may include assignment to Transitional Supervision and Residential Programs. Supervision plans are developed for each offender participating in community release programs.

Transitional Supervision provides the offender greater freedom. Residential Programs have a more structured environment. They typically create more demands of accountability creating a greater risk of a Community Release Program failure as opposed to Transitional Supervision.

Any inmate who refuses to participate in an available educational or program assignment, consistent with the inmate's assessed needs, may be excluded from community release consideration until the inmate complies with the classification assignment.

A member of a Security Risk Group in accordance with Administrative Directive 6.14, Security Risk Groups, shall be excluded from Community Release consideration.

Inmates who are currently incarcerated on a Special Parole violation and have a term of commitment from the Board of Pardons and Paroles shall not be eligible for Transitional Supervision or Halfway House consideration unless the term of commitment ends or the inmate has been re-paroled.

If an inmate has a documented incident of domestic violence in a spousal/significant other relationship within the past five (5) years, and the inmate has participated in a facility based domestic violence group, the Understanding Domestic Violence Program Evaluation Form (Attachment C- 9), shall be filled out and included as part of the inmate's community release package as noted on Attachment C, the Community Release Package Checklist.

Prior to approval for Community Release, the Victim Notification form titled Inmate Notice of Application, JD-VS-3, shall be forwarded to the Office of Victim Services Judicial, 31 Cooke Street Plainville, CT 06062 and a copy shall be forwarded via interdepartmental mail to the Department of Correction Victim Services Unit, 24 Wolcott Hill Road, Wethersfield, CT 06109. A copy of this form shall also be maintained in section five of the inmate's Master File.

SECTION IV: RECLASSIFICATION PROCEDURES

TRANSITIONAL SUPERVISION

Within two (2) weeks of sentencing, unit classification staff shall determine the date that an eligible inmate may be placed on Transitional Supervision. When an inmate is not recommended for placement on Transitional Supervision, the T/S package shall be forwarded with the original ICF to the appropriate District Administrator's Office for review. The appropriate District Administrator shall review the decision and affirm it or establish a placement date. If a placement date is established, the District Administrator shall notify the Unit Administrator of the facility housing the inmate and the Parole and Community Services Unit.

Criteria and Review Process:

An inmate incarcerated in the Department of Correction for a definite total effective sentence of two (2) years or less shall, subject to the following criteria, be eligible for consideration for Transitional Supervision (TS). The two-(2) years maximum sentence shall include any unpaid fine calculated consecutively at \$96 per day.

1. Must not be classified Level 5;
2. Must have served not less than 50% of the sentence imposed less jail credit on the controlling sentence;
3. Must not be serving mandatory portion of Driving While Intoxicated (Connecticut General Statute 14-227(a) or driving under suspension offense that originally was related to Driving While Intoxicated (Connecticut General Statute 14-215(c) sentence;
4. Favorable recommendations for inmates with a sex offense treatment need score greater than 1 shall be forwarded to the Director of Offender Classification and Population Management for review and approval in consultation with appropriate Mental Health staff;
5. Favorable recommendations for inmates with mental health need scores greater than 3 shall be forwarded to the Director of Health and Addiction Services for approval and to further ensure continuity of care;
6. Must not have been found guilty of a Class A disciplinary report within 120 days, may be waived at the discretion of the Unit Administrator;

SECTION IV: RECLASSIFICATION PROCEDURES

7. Must not have been found guilty of a Class B disciplinary report within 60 days, may be waived at the discretion of the Unit Administrator;
8. Remain escape free from any Community Release program, to include absconding from parole, during the preceding 120 days, may be waived at the discretion of the Unit Administrator;
9. No pending charges or detainers unless bond has been posted except pending out of state charges below risk level 4 with official documentation that the state will not extradite;
10. Must not be a Designated a Security Risk Group Member;
11. Must have an approved sponsor and/or have secured housing at an acceptable residence approved by Community Services;
12. Inmates who would normally be approved for Transitional Supervision but lack a sponsor, can be placed in the community with a verifiable job and residence. Community Services will adjust reporting times accordingly;
13. Inmates who are eligible for Transitional Supervision but the potential sponsor has previous criminal convictions can be approved for Transitional Supervision provided the sponsor is not currently on Parole, has pending criminal charges or warrants or is a DOC inmate on Community Release;
14. All attempts should be made by the facility caseload counselor to verify the potential sponsor's willingness to accept the inmate in the community. The counselor shall do this by completing the Transitional Supervision Initial Contact Form (Attachment C-8) and include it in the TS package;
15. An abbreviated Community Release package can be prepared on inmates who will be denied Transitional Supervision based on lack of sponsor and or lack of verifiable job and residence. An abbreviated package will consist of a Community Release Program Cover Sheet, Community Release Program application and a RT 50. Facilities will not be required to forward abbreviated packages for further review;
16. All requests for police reports shall be documented in the inmate's master file on the Inmate Classification History Form. If a police report is not received two weeks prior to the TS eligibility date, the TS package should be forwarded for review and decision made without the report;

SECTION IV: RECLASSIFICATION PROCEDURES

17. Police Reports shall be requested for all violent Instant Offenses and all Violent Offenses within the last 5 years. In the event the sentenced offender is transferred before the police report is received, the originating facility shall make every attempt to collect the police report and forward it to the receiving facility;
18. Community Release classification transactions should be recorded on the Inmate Classification History Form (CN9701) at the final decision of facility warden. The decision shall be recorded as approved or denied;
19. The RC lines shall be opened and finalized once the warden makes a final decision for TS placement. If the TS package is overturned by the District Administrator, the RC line will be opened and finalized by the District Administrator's Office;
20. Must submit to Felony DNA requirements if applicable.

UPON APPROVAL AN OFFENDER SHALL BE CLASSIFIED TO OVERALL RISK LEVEL ONE (1).

An RI shall be conducted on any inmate whose approval for Transitional Supervision has been rescinded prior to the inmate's release. The inmate shall be returned to the overall level prior to the RC transaction unless new information received requires that the overall risk level be higher than the prior overall risk score.

Time Computation Formula

The following time computation formula shall be utilized when determining the eligibility date for transitional supervision, regardless of date of offense.

Step 1: Determine number of days in the sentence. (See chart, Attachment A)

Step 2: Divide the total number of days by two-(2). (See chart, Attachment A)

Step 3: Deduct Jail Credit

Step 4: Add the result from Step 3 to the date of the sentence to determine the actual eligibility date.

SECTION IV: RECLASSIFICATION PROCEDURES

EXAMPLE:

Step 1: 1 Year Sentence	365 days
Step 2: 365 Divided by 2	183 days
Step 3: Minus JC	- 80 days

The Result is: 103 days

Step 4: Add Result to Date of Sentence DOS + 103 Days

*** Date of Sentence + 103 Days = Eligibility Date**

An inmate with any sentence imposed which is equal to or less than 2 years is eligible for T/S consideration.

An inmate with any number of concurrent sentences is eligible for T/S, regardless of date of imposition and aggregate time, as long as none of these sentences are greater than 2 years. Percentage of time requirements should be computed on the Controlling Sentence in this instance.

The 50% criteria shall be applied to the aggregate sentence for sentences with consecutive terms and calculated from the first sentencing date.

RESIDENTIAL PROGRAM PLACEMENT

Criteria:

An offender shall be eligible for transfer to a residential work or education program placement when the following criteria are met:

1. Must be classified Level 2 or 3 (**Prior to Approval**) ;
2. Must be within 18 months of Estimated Discharge Date or Voted to Parole Date;
3. Must not have been found guilty of a Class A disciplinary report within 120 days, may be waived at the discretion of the Unit Administrator;
4. Must not have been found guilty of a Class B disciplinary report within 60 days, may be waived at the discretion of the Unit Administrator;

SECTION IV: RECLASSIFICATION PROCEDURES

5. No escape or return from escape, to include absconding from parole, within the past 6 months, may be waived at the discretion of the Unit Administrator;
6. No Community Release program failures during the preceding 120 days, may be waived at the discretion of the Unit Administrator;
7. No pending charges, except for those out of state charges below risk level 4 with official documentation that the state will not extradite, or unless bond has been posted;
8. Must not be a Designated Security Risk Group Member;
9. Favorable recommendations for inmates with a sex offense treatment need score greater than 1 shall be forwarded to the Director of Offender Classification and Population Management for review and approval in consultation with appropriate Mental Health staff;
10. Must submit to Felony DNA requirements if applicable;

UPON APPROVAL AN OFFENDER SHALL BE CLASSIFIED TO OVERALL RISK LEVEL ONE (1).

For CUSCOM inmates, written facility recommendations for Residential Program Placement, approved by the Unit Administrator or Designee, shall be sent to the Interstate Compact Supervisor or Designee. These recommendations should take into account, Length of Confinement, Disciplinary History and Percentage of time served in the other jurisdiction. Recommendations will be forwarded by the Interstate Compact Office to the other jurisdiction for final approval.

SECTION IV: RECLASSIFICATION PROCEDURES

PRETRIAL SUPERVISION

Criteria:

A pretrial offender shall be eligible for pretrial supervision when the following criteria are met:

1. Pretrial confinement for no offense other than Class D Felony or Misdemeanor. The following Class D Felonies are excluded from consideration:
 - a) 53a-60a - Assault in the second degree with a firearm
 - b) 53a-60b - Assault on a victim 60 or older, second degree
 - c) 53a-60c - Assault on a victim 60 or older, with a firearm
 - d) 53a-60d - Assault in the second degree, with a motor vehicle
 - e) 53a-72a - Sexual Assault in the third degree
 - f) 53a-73a - Sexual Assault in the fourth degree
 - g) 53-181c - Stalking in the first degree
2. No community release violation during the preceding 120 days, may be waived at the Unit Administrator's discretion;
3. Must not have been found guilty of a Class A disciplinary report within 120 days, may be waived at the Unit Administrator's discretion;
4. Must not have been found guilty of a Class B disciplinary report within 60 days, may be waived at the Unit Administrator's discretion;
5. No escape or absconder status within the past 6 months;
6. Favorable recommendations for inmates with mental health need scores greater than 3 shall be forwarded to the Director of Health and Addiction Services for approval and to further ensure continuity of care.

UPON APPROVAL AN OFFENDER SHALL BE CLASSIFIED TO OVERALL RISK LEVEL ONE (1).

SECTION IV: RECLASSIFICATION PROCEDURES

SUPERVISION LEVEL FOR PRETRIAL OFFENDERS

Any pretrial offender assigned to overall risk level 1 shall be supervised by electronic monitoring or any other monitoring technology or services while on pretrial supervision. A pretrial release agreement shall specify: (1) the inmate must not change residence without prior approval of the supervising officer, (2) the inmate must appear for all court appearances as required, (3) the inmate must participate in substance abuse programming if required by the Department of Correction and (4) the inmate must participate in any other conditions imposed by the Department of Correction.

SECTION V: OTHER CLASSIFICATION ACTIONS

A. OUTSIDE WORK ASSIGNMENTS, FACILITY BASED WORK RELEASE AND EDUCATIONAL RELEASE

The Unit Administrator shall be the approving authority for any inmate placed on facility-based outside clearance, community service work detail, work release or education release based on the following minimum eligibility criteria:

1. Overall Risk level 1 or 2;
2. No sex offender treatment need score greater than 1;
3. No level 4 convictions, past or current offense;
4. Mental Health and Medical need scores less than three (3) unless cleared by Health Services;
5. Within 36 months of end of sentence or voted to parole date;
6. No return from escape within 1 year;
7. No Class A disciplinary reports within 120 days and no Class B disciplinary reports within 60 days;
8. No detainer score greater than 1;
9. Review inmate's special management information; and
10. No history of classification as an overall risk level 5.

SECTION V: OTHER CLASSIFICATION ACTIONS

Any inmate already approved or being considered for outside clearance, who has been denied or has returned from any discretionary release program, such as community release or parole within the last 30 days, shall be evaluated by the Unit Administrator to assess the appropriateness of an outside work assignment.

Any inmate already approved for outside clearance that has received a disciplinary report or has been involved in any incident shall also be evaluated by the Unit Administrator for continued placement on outside clearance.

For CUSCOM inmates, written facility recommendations for Outside Work Assignment, approved by the Unit Administrator or Designee, shall be sent to the Interstate Compact Supervisor or Designee. These recommendations should take into account, Length of Confinement, Disciplinary History and Percentage of time served in the other jurisdiction. Recommendations will be forwarded by the Interstate Compact Office to the other jurisdiction for final approval.

B. FURLOUGH COMPUTATION FORMULA

The following formula shall be utilized in conjunction with the eligibility criteria in Administrative Directive 9.8, Furloughs, when determining furlough eligibility. Re-entry furloughs may be approved for a period of up to thirty (30) days in length.

For offenses committed on or after 10/1/94, follow steps 1, 2, 3 (Jail Credit ONLY - JCGT does not apply) and 7 only.

Step 1: Determine the number of days in the sentence. (or number of days from date of sentence to VTP date)

Step 2: Multiply the number of days by .40 (or use days from attachment B)

Step 3: Deduct jail credit and jail credit good time.

Step 4: Deduct Outstanding Meritorious Performance Award - Good Time (if any) from result in Step 3.

Step 5: Deduct seven (7) day Job Credit (if any) from result in Step 4.

Step 6: Multiply the result by .75 (this adjusts for Statutory Good Time to be earned)

Step 7: Add the result to the date of sentence to determine the furlough eligibility date.

SECTION V: OTHER CLASSIFICATION ACTIONS

Step 8: Add any forfeited Good Time (if any) to the eligibility date.

For CUSCOM inmates, written facility recommendations for Furlough, approved by the Unit Administrator or Designee, shall be sent to the Interstate Compact Supervisor or Designee. These recommendations should take into account, Length of Confinement, Disciplinary History and Percentage of time served in the other jurisdiction. Recommendations will be forwarded by the Interstate Compact Office to the other jurisdiction for final approval.

EXAMPLE:

Step 1: 1 year sentence 365 days

Step 2: Multiply by .40 146 days

Step 3: Deduct JC + JCGT - 10 days

Step 4: OMPA - Good Time - 30 days

Step 5: Seven (7) day Job Credit -10 days

Step 6: Multiply by .75 x .75

Step 7: Add result to date of sentence 72 days

Step 8: Add forfeited Good Time $5 + 72 = 77$ days

Date of sentence + 77 days = Eligibility Date

The 40% criteria shall be applied to the total aggregated time to serve on the present incarceration regardless of the type of sentence or sentences (concurrent or consecutive), adjusted for time credits or debits. Any inmate returned from community supervision of any kind shall not be eligible for furlough until 40% of the remaining period of incarceration has been served from the date of re-incarceration.

SECTION V: OTHER CLASSIFICATION ACTIONS

C. INDETERMINATE SENTENCES

The Commissioner may release any inmate sentenced to an indeterminate sentence pursuant to Connecticut General Statutes 21a-277(d) or 21a-279(e) at any point during that sentence. The Unit Administrator may recommend release at any time during the sentence. Favorable recommendations shall be forwarded to the Commissioner's Office via the Director of Offender Classification and Population Management.

The initial review shall be made after the completion of Initial Classification and a 30-day period of confinement. If denied, the Unit Administrator shall set another review date no more than six (6) months from the decision date. Each review and disposition shall be documented on the Inmate Classification History Form in section 5 of the Master File.